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Version 1.0

OwnForce Privacy Policy

1. Information Collection

Users of OwnForce, which includes the OwnForce Marketplace, may be **Task Owners** (anyone utilizing the OwnForce Marketplace to request services to be performed by a Task Pro) or **Task Pros** (any company, individual User, or groups of associated individual Users or companies utilizing the OwnForce Marketplace to offer services to Task Owners). Task Pros may also operate as a **Business** (an entity with the ability to hire and/or contract) with other Task Pros.

Information You Provide to Us

● **Personal Information:** In the course of using OwnForce (whether as a Task Owner or Task Pro), we may require or otherwise collect information that individually identifies you and can be used to contact you ("**Personal Information**"). Examples of Personal Information include your legal name, email address, postal address, date of birth, social security/taxpayer identification number, and phone number.

● **Payment Information:** If you use OwnForce to make or receive payments, we will also collect certain payment information, such as payment card, PayPal or other financial account information, and billing address. After confirmation, all payment information is stored at secure, Payment Card Industry ("**PCI**") compliant and licensed payment processor third party organizations such as credit card processors or Automated Clearing House ("**ACH**") processor providers. OwnForce does not store your payment information directly on our servers.

● **Intended Users:** The OwnForce Marketplace is intended for Users 18 years old and older. We do not knowingly collect Personal Information from anyone younger than age 18. If we become aware that a person younger than 18 has provided us with Personal Information, we will use commercially reasonable efforts to delete such information from our files. If you are the parent or legal guardian of a person younger than age 18 and believe that OwnForce has collected Personal Information from your child, please contact us at: support@ownforce.com.

● **Non-Identifying Information:** We also may collect other information, such as zip codes, demographic data, information regarding your use of the OwnForce Marketplace, and general project-related data ("**Non-Identifying Information**"). We may aggregate information collected from registered OwnForce Users ("**OwnForce Users**").

● **Combination of Personal and Non-Identifying Information:** If we combine your Personal Information with Non-Identifying Information, OwnForce will treat the combined information as Personal Information.

Information Received from Third Parties

We also may receive information about you from third parties. For example, we may supplement the information we collect with outside information or third parties may provide information in connection with a co-marketing agreement or at your request (such as if you choose to sign in with a third-party service). If we combine the information we receive from others with information we collect through OwnForce, we will treat the combined information as described in this Privacy Policy.

Information Automatically Collected from Users

OwnForce and its third party service providers may automatically collect certain information from you whenever you interact with OwnForce. This information may include, among other information, the browser and operating system you are using, the URL or advertisement that referred you to OwnForce, the search terms you entered into a search engine that led you to OwnForce, areas within OwnForce that you visited, and other information commonly shared when browsers communicate with websites. We may combine this automatically collected information with other information we collect about you. We do this to improve services we offer you, to improve marketing, analytics, and site functionality.

The information we collect also includes the Internet Protocol ("**IP**") address or other unique device identifier ("**Device Identifier**") for any device (computer, mobile phone, tablet, etc.) used to access OwnForce. A Device Identifier is a number that is automatically assigned or connected to the device you use to access OwnForce. Our servers identify your device by its Device Identifier. Some mobile service providers may also provide our third party service providers or us with information regarding the physical location of the device used to access OwnForce.

The technology used to collect information automatically from OwnForce Users may include the following:

● **Cookies:** Like many websites, we and our marketing partners, affiliates, and service providers use 'cookies' to collect information. A 'cookie' is a small data file that we transfer to your computer's hard drive for record-keeping purposes. We use both 'persistent cookies' that remain on

your computer or similar device (such as to save your registration ID and login password for future logins to OwnForce and to track your compliance with any OwnForce applicable policies) and session ID cookies, which expire at the end of your browser session (for example, to enable certain features of OwnForce, to better understand how OwnForce Users interact with OwnForce, to monitor aggregate usage by OwnForce Users, and web traffic routing on OwnForce). You may be able to instruct your browser, by changing its options, to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit. If you do not accept cookies, however, you may not be able to use all the functionality of OwnForce.

Certain web browsers and certain browser add-ons such as Adobe[®] Flash[®] may provide additional data storage mechanisms that are used in a manner similar to cookies, and some of the content included on OwnForce may make use of this type of storage. For example, a Flash cookie is a data file placed on a device via the Adobe Flash plugin that may be built-in to or downloaded by you to your device.

● **Web Beacons:** We and our marketing partners, affiliates, and service providers may also employ software technology known as 'web beacons' or 'tracking tags'. Web beacons are small graphics with a unique identifier that are used to track the online activity of Internet Users and that may be invisible to you. Web beacons are embedded in the web pages you review or email messages you receive. We use these tools to help us keep track of what content on our sites is effective, count visitors to OwnForce, monitor how OwnForce Users navigate OwnForce, count how many e-mails that were sent were actually opened, count how many particular articles or links were actually viewed, to deliver relevant advertising to you, and other similar activities.

● **Embedded Scripts:** An Embedded Script is programming code that is designed to collect information about your interactions with OwnForce, such as the links you click on. The code is temporarily downloaded onto your computer or other device and is deactivated or deleted when you disconnect from OwnForce.

We may also use a variety of other technologies that collect similar information for security and fraud detection purposes. We may use third parties to perform these services on our behalf.

User Profiles

You have the opportunity to create a profile, which consists of information about you, and that may include Personal Information, photographs, examples of your work, information on work previously performed, skills, tests taken, test scores, hourly pay rates, feedback/rating information and other information, including your username (collectively, your "**Profile**"). Depending upon the privacy choices you make within your OwnForce Profile, your Profile may be visible to all OwnForce Users and the general public. You may edit certain information in your Profile via your account and may

choose to limit who is able to view certain content you post to your Profile. Task Owners and agencies of associated individual Users or companies may also have the opportunity to create an organization Profile. If you believe that an unauthorized profile has been created about you, you can request that it be removed by contacting us at support@ownforce.com.

Task Postings

If you choose to post a task in the OwnForce Marketplace as a Task Owner, the contents of the task will be publicly viewable, unless you designate the task as only viewable through the OwnForce platform or as a private task using the settings available on OwnForce. Tasks include information such as budget, where the task is to be performed, a history of work listing(s) by the Task Owner, the names of other Task Pros performing work for the Task Owner, Task Owner feedback and rating information, and the time frame to complete the task.

Rate and Review

We collect feedback from OwnForce Users about their experience with other OwnForce Users. Please note that any feedback you provide via the OwnForce platform 'Rate and Review' as a Task Pro or as a Task Owner is viewable by all Users.

Social Networking Services

You may register as an OwnForce User directly via the OwnForce platform or with a third party social networking service ("**SNS**") (e.g., Facebook[®], LinkedIn[®], and other third party services that let you sign in using your existing credentials with those services). If you choose to register via an SNS, or to later link your account with OwnForce to your account with an SNS, we will use the Personal and Non-Identifying Information you have provided to the SNS to create your OwnForce account. Note that the information we collect from and through an SNS may depend on the privacy settings you have set with the SNS and the permissions you grant to us in connection with linking your account with OwnForce to your account with an SNS. Other than what we may share with the SNS as described below, the Personal Information an SNS has about you is obtained by the SNS independent of OwnForce, and OwnForce is not responsible for the accuracy of any information you have directly provided to an SNS.

You warrant that you are entitled to use your SNS account for the purposes described in this Policy without breach by you of any of the terms and conditions that govern the SNS, and without obligating OwnForce to pay any fees or making OwnForce subject to any usage limitations imposed by the SNS. You can disable the link between your OwnForce account and your SNS account at any time through the "Settings" section in your Profile. Please note that your relationship with any SNS is governed solely by your agreement(s) with that SNS. If your SNS account terminates, then functions

enabled through the link between your OwnForce account and your SNS account will also terminate.

2. Uses and Retention of Information

We use the information we collect:

- To provide and improve the OwnForce Marketplace, complete your transactions, address your inquiries, process your registration, verify the payment information you provide is valid, and for compliance and internal business purposes;

- To contact you with administrative communications and OwnForce newsletters, marketing or promotional materials (on behalf of OwnForce or third parties) and other information that may be of interest to you. If you decide at any time that you no longer wish to receive such communications from us, please follow the instructions in the '*Your Choices and Opting Out*' section, below;

- To tailor content we display to you and offers we may present to you, both on the OwnForce Marketplace and elsewhere online;

- To administer and develop our business relationship with you and, if applicable, the company or agency you represent or are affiliated with;

- To enable the Task Owner to assess the Task Pro's ability to perform a task through OwnForce;

- Prepare reports; and

- For the purposes disclosed at the time you provide your information, with your consent, and as described in this Privacy Policy.

Unless you request that we delete certain information (see '*Changing Your Information or Closing Your Account*' below), we retain the information we collect for at least 5 years and may retain the information for as long as needed for our business and legal purposes.

3. Information Sharing and Disclosure

We may share Non-Identifying Information with third parties. We may also share the information we have collected about you, including Personal Information, with your consent, as described in this Privacy Policy, or in the following circumstances:

- **Information about Task Pros Shared with Task Owners and Agencies:** We share information regarding Task Pros working on a Task Owner project, including information in 'My Files' for task information with Task Owners. Note that if a Task Pro is suspended or terminated from

OwnForce we may share that information with Task Owners for whom that Task Pro has responded to a task request. We may also share information with agencies to which Task Pros are associated for a particular work project. If you choose to bid on work as a Task Pro via OwnForce, we will share information relevant to your bid with the applicable Task Owner(s), including, but not limited to, the information contained in your Task Pro Profile.

● **Service Providers:** We may employ third party companies and individuals to facilitate or provide services on our behalf to Users (e.g. insurance, payroll, HR services, payment services), to perform services (e.g., without limitation, maintenance services, database management, web analytics and online advertising, payment processing, fraud detection, and improvement of OwnForce's features) or to assist us in analyzing how our platform is used. If any third parties require access to your Personal Information in order to perform these tasks on our behalf, we will require that the third party first execute an appropriate confidentiality and non-disclosure agreement that is consistent with this Privacy Policy.

● **What Happens If You Agree to Receive Information From Third Parties or Request That We Share Your Information?** You may be presented with an opportunity to receive information and/or marketing offers from one or more third parties. If you agree at that time to have your Personal Information shared, your Personal Information will be disclosed to that third party (or parties) and will be subject to the privacy policy and practices of that third party. We are not responsible for the privacy policies and practices of third parties, and, if you later decide that you no longer want to receive communications from a third party, you will need to contact that third party directly. You also may request, sometimes through your use of an SNS or similar interactive feature or third party application, that we share information about you with a third party and we will typically do so under those circumstances.

● **Legal and Investigative Purposes:** OwnForce will share information as required by law and regulations, including without limitation, in connection with reporting earnings. We comply with all laws and cooperate with authorized government and law enforcement officials to assist in their enforcement efforts, which may include disclosure of Personal Information. OwnForce will also share information that it reasonably believes is a necessary or appropriate response to claims or legal process (including but not limited to subpoenas), at the request of governmental authorities or other authorized third parties conducting an investigation, to protect the property and rights of OwnForce or a third party, to protect the safety of the public or any person, or to prevent or stop activity we may consider to be, or to pose a risk of being, illegal, fraudulent, unethical or legally actionable activity. We may use Device Identifiers to identify OwnForce Users, may do so in cooperation with third parties, and at our discretion that is consistent with this section of the Privacy Policy.

● **Internal and Business Transfers:** OwnForce may share information, including Personal Information, with its affiliated companies, primarily for

business and operational purposes. We may sell, transfer or otherwise share some or all of our assets, including your Personal Information, in connection with a merger, acquisition, reorganization or sale of assets (including, in each case, as part of the due-diligence process with any potential acquiring entity) or in the event of bankruptcy. You will be notified via email and/or a prominent notice on our website of any change in ownership or subsequent sale, transfer or other sharing of your Personal Information, and any choices you may have regarding your Personal Information in these circumstances.

● **Promotions:** We may offer promotions that may require registration. By participating in a promotion, you are agreeing to the official rules that govern that promotion, which may contain specific requirements of you, including, except where prohibited by law, allowing the sponsor(s) of the promotion to use your name, voice, likeness or other indicia of persona in advertising or marketing associated with the promotion. If you choose to participate in a promotion, your Personal Information may be disclosed to third parties or the public in connection with the administration of such promotion as may be required by law or by the promotion's official rules.

4. Third Party Analytics Providers, Ad Servers, and Other Third Parties

OwnForce works with network advertisers, ad agencies, analytics service providers, and other vendors to provide us with information regarding traffic on OwnForce, including pages viewed and the actions taken when people are visiting OwnForce; to serve our advertisements on other web sites, within mobile apps and elsewhere online; and to provide us with information regarding the use of OwnForce and the effectiveness of our advertisements. Our service providers may collect certain information about your visits to and activity on OwnForce as well as other web sites or services, they may set and access their own tracking technologies on your device (including cookies and web beacons), and may use that information to show you targeted advertisements. Some of these parties may collect Personal Information when you visit OwnForce or other online websites and services. Prior to disclosing any Personal Information, we will require that the third party execute an appropriate confidentiality and non-disclosure agreement that is consistent with this Privacy Policy.

5. Your Choices and Opting Out

As an OwnForce User, you may update your choices regarding the types of communications you receive from us through your online account. You also may opt-out of receiving marketing e-mails from us by following the opt-out instructions provided in those e-mails. Please note that we reserve the right to send you certain communications relating to your account or use of OwnForce (for example, administrative and task announcements) via email

and other means. These transactional account messages may be unaffected if you opt-out from receiving marketing communications.

6. Changing Your Information or Deleting Your Account

You are responsible for maintaining the accuracy of the information you submit to us, such as your contact information, and you must update any changes through your online User account. If you delete all such information, then your account may become deactivated. If your account is deactivated or you ask to close your account, you will no longer be able to use OwnForce. To delete your account in our system, you can do so through OwnForce. Once you are logged in, click your name in the top right to display a drop down menu. Click 'Account Settings' and then 'Delete My Account'. We will use commercially reasonable efforts to honor your request; however, certain information will remain on OwnForce even if you close your account, including information in your My Files and messages you posted to OwnForce. In addition, your Personal Information may remain in our archives and information you update or delete, or information within a closed account, may persist internally or for our administrative purposes. It is not always possible to completely remove or delete information from our databases. In addition, we typically will not remove information you posted publicly through or on OwnForce. Bear in mind that neither you nor OwnForce can delete all copies of information that has been previously shared with others.

7. Security

OwnForce takes commercially reasonable steps to help protect and secure the information it collects and stores about OwnForce Users. All access to OwnForce is encrypted using industry-standard transport layer security technology ("**TLS**"). When you enter Personal Information we encrypt the transmission of that information using secure socket layer technology ("**SSL**"). We also use HTTP strict ("**HTTPS**") transport security to add an additional layer of protection. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to protect your Personal Information, OwnForce cannot ensure and does not warrant the security of any information you provide to us.

8. International Transfers of Personal Information

OwnForce is a United States company. If you are located outside the United States and choose to provide information to us, OwnForce transfers Personal Information to the United States for processing. The U.S. may not have the

same data protection laws as the country in which you initially provided the information. When we transfer your information to the U.S., we will protect it as described in this Privacy Policy. By visiting OwnForce, or providing OwnForce with any information, you fully understand and absolutely consent to this transfer, processing, and storage of your information in the United States and according to this Privacy Policy.

9. Links to Other Sites

OwnForce contains links to other websites. If you choose to click on a third party link, you will be directed to that third party's website. The fact that we link to a website is not an endorsement, authorization or representation of our affiliation with that third party, nor is it an endorsement of their privacy or information security policies or practices. We do not exercise control over third party websites. We encourage you to read the privacy policies or statements of any third party websites you visit before providing any Personal Information.

10. Phishing

Phishing websites imitate legitimate websites in order to obtain Personal Information. Identity theft and phishing are of concern to OwnForce. For more information about phishing, visit the U.S. Federal Trade Commission at <http://www.consumer.ftc.gov/articles/0003-phishing>. If you believe you have received an email or had a similar interaction with a third party pretending to be OwnForce, please report this to: support@OwnForce.com.

11. California Residents – Your California Privacy Rights

Pursuant to California Civil Code Section 1798.83, California residents who provide us with Personal Information in obtaining products or services for personal, family, or household use are entitled to request and obtain from us, one time per calendar year, information about the customer information we shared, if any, with other businesses for their own direct marketing uses. Alternatively, the law provides that a company may comply, as OwnForce does, by disclosing in its privacy policy that it provides consumers choice (opt-in or opt-out) regarding sharing Personal Information with third parties for those third parties' direct marketing purposes, and information on how to exercise that choice. As stated in this Privacy Policy, OwnForce provides you choice prior to sharing your Personal Information with third parties for their direct marketing purposes. If you do not opt-in or if you choose to opt-out at the time OwnForce offers that choice, OwnForce does not share your Personal Information with that identified third party for its direct marketing purposes.

If you are a California resident and you have questions about our practices with respect to sharing Personal Information with third parties for their direct marketing purposes and your ability to exercise choice, please send your

question to: support@ownforce.com or to the following mailing address:

OwnForce, Inc.
408 West University Avenue
Suite 205
Gainesville, FL 32601

You must put the statement "Your California Privacy Rights" in the subject field of your e-mail or include it in your writing if you choose to write to us at the designated mailing address. You must include your name, street address, city, state, and ZIP code. We will respond to you at your mailing address or, at our option, your e-mail address. We will not respond to requests that are not labeled or sent properly, or do not have complete information.

12. Changes to this Policy

OwnForce may update this Privacy Policy at any time and any changes will be effective upon posting. In the event that there are material changes to the way we treat your Personal Information, we will display a notice through OwnForce prior to the change becoming effective. At our discretion we may also notify you by email. However, we will use your Personal Information in a manner consistent with the Privacy Policy in effect at the time you submitted the Personal Information, unless you consent to the new or revised policy.

13. Contacting Us

If you have any questions about this Privacy Policy, please contact us at: support@ownforce.com.

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