

## Privacy Notice for California Residents

Last modified: April 1, 2023

This Privacy Notice for California Residents (Notice) supplements the information provided by DocuX, Inc. (“DocuX”, “we”, “us” or “our”) in our privacy policies. This notice applies solely to

- All California resident visitors of our website DocuX.ai (“Website”);
- Our vendors, business partners, and customers;
- Users of the DocuX services; and
- Others who reside in California (“California residents, consumers” or “you”).

We adopt this notice to comply with the California Consumer Privacy Act of 2018 (CCPA) and any terms defined in the CCPA have the same meaning when used in this notice.

### 1. PERSONAL INFORMATION WE COLLECT ABOUT YOU AND HOW WE COLLECT IT

Please refer [Section 1 of our Privacy Policy](#) to know what personal information we collect about you and how we collect it. Personal information, for the purposes of this notice, does not include (i) Publicly available information from government records; (ii) Deidentified or aggregated consumer information; (iii) Information excluded from CCPA’s scope like (a) Health or medical information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Confidentiality of Medical Information Act (CMIA) or clinical trial data; and (b) Personal information covered by certain sector-specific privacy laws, including the Fair Credit Reporting Act (FCRA), the Gramm-Leach Bliley Act (GLBA) or California Financial Information Privacy Act (FIPA), and the Driver’s Privacy Protection Act of 1994.

### 2. USE OF THE PERSONAL INFORMATION

Please refer Section 2 of our Privacy Policy to know about the use of personal information we collect about you.

### 3. DISCLOSURE OF THE PERSONAL INFORMATION

Please refer Section 3 of our Privacy Policy to know about the disclosure practices in regard to your personal information we collect.

### 4. YOUR RIGHTS AND CHOICES

The CCPA provides California residents with specific rights regarding their personal information. This section describes your CCPA rights and explains how to exercise those rights.

#### a. Access to Specific Information and Data Portability Rights

You have the right to request that we disclose certain information to you about our collection and use of your personal information over the past 12 months. Once we receive and confirm your verifiable consumer request, we will disclose to you the information you have requested. You may, under California law, request one or more of the following types of information:

- The categories of personal information we collected about you.
- The categories of sources for the personal information we collected about you.
- Our business or commercial purpose for collecting or selling that personal information.
- The categories of third parties with whom we share that personal information.
- The specific pieces of personal information we collected about you (also called a data portability request).
- If we sold or disclosed your personal information for a business purpose, two separate lists disclosing:
  - sales, identifying the personal information categories that each category of recipient purchased; and
  - disclosures for a business purpose, identifying the personal information categories that each category of recipient obtained.

#### b. Deletion Request Rights

You have the right to request that we delete any of your personal information that we collected from you and retained, subject to certain exceptions. Once we receive and confirm your verifiable consumer request, we will delete (and direct our service providers to delete) your personal information from our records, unless an exception applies.

We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

- Complete the transaction for which we collected the personal information, provide a service that you requested, take actions reasonably anticipated within the context of ongoing business relationship with you, or otherwise perform our contract with you.
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.
- Debug products to identify and repair errors that impair existing intended functionality.
- Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 et. seq.).
- Enable solely internal uses that are reasonably aligned with consumer expectations based on your relationship with us.
- Comply with a legal obligation.
- Make other internal and lawful uses of that information that are compatible with the context in which you provided it.

#### c. Exercising Access, Data Portability, and Deletion Rights

To exercise the access, data portability, and deletion rights described above, please submit a verifiable consumer request to us by email at [support@docux.ai](mailto:support@docux.ai). Only you, or a person registered with the California Secretary of State that you authorize to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child.

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

- Provide sufficient information that allows us to reasonably verify that you are the person about whom we collected personal information or an authorized representative.
- Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.
- We may not respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

- Making a verifiable consumer request does not require you to create an account with us. However, we do consider requests made through your password protected account sufficiently verified when the request relates to personal information associated with that specific account.
- We will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

d. **Response Timing and Format**

We endeavor to respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to forty-five (45) additional days), we will inform you of the reason and extension period in writing.

If you have an account with us, we will deliver our written response to that account. If you do not have an account with us, we will deliver our written response by mail or electronically, at your option.

Any disclosures we provide will only cover the 12-month period preceding the verifiable consumer request's receipt. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will select a format to provide your personal information that is readily useable and should allow you to transmit the information from one entity to another entity without hindrance.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

e. **Personal Information Sales Opt-Out and Opt-in Rights**

Although California law requires businesses to give individuals a right to opt out of the sales of personal information and bars the sale of personal information of minors younger than 16 without affirmative authorization, we neither sells personal information nor has customers that are minors. Accordingly, this set of rights does not apply to us.

**5. NON-DISCRIMINATION**

We will not discriminate against you for exercising any of your CCPA rights. If you or your representative exercises rights under CCPA, we will not:

- Deny you our services.
- Charge you different prices or rates for our services, including through granting discounts or other benefits, or imposing penalties.
- Provide you with a different level or quality of services.
- Suggest that you may receive a different price or rate for services or a different level or quality of services.

**6. NOTICE REGARDING 'DO NOT TRACK' SETTINGS**

California law requires online service providers to disclose in their privacy policies how they respond to "do not track" signals. These signals are settings in browser software requesting that websites not track users' activities. There is no standard that governs what, if anything, websites should do when they receive these signals. Accordingly, we do not currently take action in response to these browser settings. If and when there are industry standard ways for responding to these signals, we may revisit our policy on responding to these signals.

**7. RIGHT OF ERASURE FOR MINORS**

Under California Business and Professions Code Section 22581, a business with actual knowledge that a minor has posted information to its website must allow minors with registered accounts with the business the right to request and obtain deletion of information they posted publicly with some exceptions. We do not allow minors to have registered accounts with us and do not permit minors to use our website. However, registered users of social media accounts may post information to our blogs. Accordingly, although we may not be required to provide a right of erasure to minors, we will honor any requests from minors to delete any information they have posted on our blogs, which are publicly available. Any such request should include a detailed description of the specific content or information to be removed. Please be aware that applicable law may permit or require us to retain some or all of your posted information on a publicly available location.

**8. CHANGE TO OUR PRIVACY NOTICE FOR CALIFORNIA RESIDENTS**

We reserve the right to amend this Notice at our discretion and at any time. When we make changes to the Notice, we will post the updated Notice on our website and update the Notice's effective date. Your continued use of our website and service following the posting of changes constitutes your acceptance of such changes.

**9. CONTACT INFORMATION**

If you have any questions or comments about this Notice, the ways in which we collect and uses your information described below and in the Privacy Policy, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at [support@docux.ai](mailto:support@docux.ai).

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