

# Privacy Policy

How Next4biz collects, processes, and protects personal data across its products and services.

## **We respect and protect the privacy of customers, users and visitors.**

As Next4biz , we respect and protect the privacy of visitors and we pay special attention to how their personal information is used and shared. By visiting Next4biz website or any usage of Next4biz product, domain names, or otherwise accessing any other linked pages, features, content, products, services or applications offered (collectively "Services") , you acknowledge that you accept the practices and policies outlined in this Privacy Policy.

This Statement discloses the information practices for the Services, including what type of information is gathered and tracked, how the information is used, and with whom the information is shared. It also describes how cookies and other technologies may be used in our Software as a Service (SaaS) offerings. The information Next4biz collects and uses is limited to the purpose for which customers engage Next4biz and other purposes expressly described in this Policy.

This Statement does not apply to instances where we merely process data on behalf of corporate clients who are data controllers for their benefit, such as when we act as only a data processor.

## **Our meaning of Personal Information**

In this Policy, "personal information" means information or an information set that identifies or could be used to identify an individual (included but not limited to

names, surnames, postal addresses, email addresses, account names, usernames, passwords, customer financial information, employee data, web user statistics).

Except as described in this Policy, Next4biz will not share personal information to any third-party except to provide products or services unless when we have your permission or under the following circumstances:

- It is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Terms of Service or as otherwise required by law.
- We transfer information about you if Next4biz is acquired by or merged with another company. In this event, Next4biz will notify you before your personal data is transferred and becomes subject to a different privacy policy.

Personal information does not include anonymized or aggregate information as "Processed data" which is collected about a group or category of services, features or users which does not contain personally identifying information. Processed Data is in use and helps us understand trends in common of the Services so that we can better consider new features. In addition to collecting and using Usage Data ourselves, we may share Usage Data with third parties, including our customers, partners and service providers, for various purposes, including to help us better understand our customers' needs and improve the Services as well as for advertising and marketing purposes. We do not share Usage Data with third parties in a way that would enable them to identify you personally.

## **Information Gathering and Processing**

When you register for our Services, we ask for personal information such as your name, email etc., as well as certain related information like email address and phone numbers.

If you sign-up for a 30-day free trial account, you are not required to enter your credit card information unless and until you decide to continue with a paid subscription to the Services. Next4biz uses a third-party intermediary to manage credit card processing. These intermediaries are not permitted to store, retain, or

use your billing information for any purpose except for credit card processing on Next4biz's behalf.

Next4biz may use the personal information you provide to operate the Services and tailor it to your needs, for billing, identification and authentication, to contact and communicate with you about the Services and your use of the Services, send you marketing materials (subject to your opt-out option), for research purposes, and to generally improve the content and functionality of the Services.

Next4biz may also store personal information on data centers of third-party cloud service providers to provide the necessary hardware, software, networking, storage, and other services we use to operate the Service and maintain a high quality user experience.

## **Compliance with Laws and Law Enforcement Requests; Protection of Our Rights:**

In certain conditions, we may be required to share personal information in response to legal authorities or legislation requests done by public authorities, including to meet national security or law enforcement requirements. We may share personal information to respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims. We may also share such information if we believe it is necessary in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of our Service Agreement, or as otherwise required by law.

## **Log Files**

As is true with most websites, Next4biz gathers certain information automatically and stores it in log files. This information includes Internet protocol addresses and browser, referring/exit pages, operating system and date/time stamp. Occasionally, we may link personal information to information gathered in our log files, as necessary to improve the Services for individual customers. Otherwise, we generally use this information as we would any Usage Data, to analyze trends,

administer and maintain the Services, or track usage of various features within the Services.

## Cookies

A “cookie” is a small software file stored in your computer’s hard drive; their purpose is to allow a web server to identify your computer and browser, and tailor webpages and/or login information to your preferences. Cookies help us improve our services and allow you to promptly display the information you need. Cookies don’t give us access to users’ computers, and the information we may collect through cookies doesn’t include personal information.

You can find detailed information about our cookie policy [here](#).

You can generally accept or decline the use of cookies through a functionality built into your web browser. To learn more how to control cookie settings through your browser:

Click [here](#) to learn more about the “Private Browsing” setting and cookie setting in FireFox;

Click [here](#) to learn more about “Incognito” and cookie setting in Chrome;

Click [here](#) to learn more about “InPrivate” and cookie setting in Edge; or

Click [here](#) to learn more about “Private Browsing” and cookie setting in Safari.

Please note that disabling your web browser’s feature to accept cookies, you may not be able to access or take advantage of many features of our Services.

For advertising purposes we may work with partners who can save a cookie in your browser, but will not collect any personal information such as your name, email address or telephone number.

Many jurisdictions require or recommend that website operators inform users as to the nature of cookies they utilize and, in certain circumstances, obtain the consent of their users to the placement of certain cookies. If you are a customer of Next4biz, it is your responsibility to inform the individuals with whom you interact using the Services that we use cookies, and, if necessary, to obtain their consent. In case you

need more specific information as to the nature of the cookies utilized in the Services for purposes of fulfilling these obligations, please contact us by email at [privacy@next4biz.com](mailto:privacy@next4biz.com).

## **Embedded url**

Next4biz also uses a tracking technique that employs embedded URLs to allow use of the site without cookies. Embedded URLs allow limited information to follow you as you navigate the site, but is not associated with personal information and is not used beyond the session.

## **Links to Other Websites**

The Services contain links to other websites and web applications that are not owned or controlled by Next4biz. Please be aware that we are not responsible for the privacy practices or content of such other sites.

## **Chat**

Some services may offer interaction via chat. To request removal of your personal information from our chat or blog, contact us at [privacy@next4biz.com](mailto:privacy@next4biz.com). In some cases, we may not be able to remove your personal information, in which case we will let you know if we are unable to do so and why.

## **Customer Testimonials/Comments/Reviews**

From time to time, we post customer testimonials on the Next4biz websites which may contain personal information. We obtain the customers' consent to post their names along with their testimonials.

## **Protection of Information**

Next4biz is committed to ensuring the security of your personal information. We utilize robust precautions to protect the confidentiality and security of the personal

information within the Services, by employing technological, physical and administrative security safeguards, such as firewalls and carefully-developed security procedures. For example, when you enter sensitive information (such as login credentials and all your activity on our Service platform) we encrypt the transmission of that information using secure socket layer technology (SSL). These technologies, procedures and other measures are used in an effort to ensure that your data is safe, secure, and only available to you and to those you authorized to access your data. However, no Internet, email or other electronic transmission is ever fully secure or error free, so you should take care in deciding what information you send to us in that way.

## **Digital Deletion or Update Requests**

We process and store information both on behalf of our customers (as a data processor) and for our own business purposes (as a data controller).

If you are a Next4biz customer and would like to opt out of receiving communications from Next4biz for purposes beyond the delivery of services (e.g., marketing or promotional outreach), you may do so by contacting us at [privacy@next4biz.com](mailto:privacy@next4biz.com) or by following the unsubscribe instructions included in each marketing email. Individuals also have the right to object to the disclosure of their personal data to third parties for non-essential purposes and may request to opt out of such processing at any time by contacting us at [privacy@next4biz.com](mailto:privacy@next4biz.com).

If you are an individual interacting with one of our corporate customers and no longer wish to be contacted, please reach out directly to that company, which acts as the data controller for your information.

## **Correcting and Updating Your Information**

Customers may update or change the personal information they have provided to Next4biz by logging into the Services and making the appropriate updates where applicable.

If you are a data subject whose information is processed by Next4biz as a data controller (e.g., in the context of our own business operations), you may request

access to, correction of, or deletion of your personal data by contacting us at [privacy@next4biz.com](mailto:privacy@next4biz.com). We will respond to such requests within 30 business days, as required under applicable data protection laws.

If your personal data has been shared with third parties, you may also request that such third parties delete your data.

In the case of sensitive personal information (e.g., health data, financial account details), we only collect and process such data based on your explicit and affirmative consent (opt-in) where required by applicable law.

Next4biz has no direct relationship with individuals whom our corporate customers engage via our Services. If you wish to access, correct, or delete your personal data held within our platform, please contact the relevant corporate customer (the data controller). If requested by that customer, we will remove relevant data from our systems within 30 business days.

## **Data Retention**

Next4biz will retain personal information we process on behalf of our customers for as long as we continue to perform our services to our customers, subject to our compliance with this Policy. We may further retain and use this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. Children's Personal Information

## **Children's Personal Information**

Next4biz does not knowingly collect any personal information from children under the age of 18.

## **Changes to the Privacy Policy**

If we make any material changes to this Policy, we will share by posting a prominent notice on the Next4biz website prior to the change becoming effective. We encourage you to periodically review this page for the latest information on our privacy practices. Your continued use of the Services constitutes your agreement to

be bound by such changes to this Policy. Your only remedy, if you do not accept the terms of this Policy, is to discontinue use of the Services.

## **Data Privacy Framework**

The EU-U.S. DPF and UK Extension to the EU-U.S. DPF were respectively developed by the U.S. Department of Commerce and the European Commission and UK Government to provide U.S. organizations with reliable mechanisms for personal data transfers to the United States from the European Union, United Kingdom, and Switzerland while ensuring data protection that is consistent with EU, and UK.

Next4biz complies with the EU-U.S. Data Privacy Framework (EU-U.S. DPF) and the UK Extension to the EU-U.S. DPF, as set forth by the U.S. Department of Commerce. Next4biz has been certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework Principles (EU-U.S. DPF Principles) with regard to the processing of personal data received from the European Union and the United Kingdom in reliance on the EU-U.S. DPF and the UK Extension to the EU-U.S. DPF. If there is any conflict between the terms in this privacy policy and the EU-U.S. DPF Principles, the Principles shall govern. To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit <https://www.dataprivacyframework.gov/>

In compliance with the EU-U.S. DPF and the UK Extension to the EU-U.S. DPF, Next4Biz INC. commits to cooperate and comply respectively with the advice of the panel established by the EU data protection authorities (DPAs) and the UK Information Commissioner's Office (ICO) with regard to unresolved complaints concerning our handling of human resources data received in reliance on the EU-U.S. DPF and the UK Extension to the EU-U.S. DPF in the context of the employment relationship.

The Federal Trade Commission has investigation and enforcement authority over our compliance with the Data Privacy Framework.

If we have received your HR data under the Data Privacy Framework and subsequently transfer it to a third party service provider for processing, we will remain responsible.

If they process your HR data in a manner inconsistent with the Data Privacy Framework Principles, unless we prove that we are not responsible for the event giving rise to the damage.

If you have an unresolved privacy or data use that we have not addressed satisfactorily, please contact us at [privacy@next4biz.com](mailto:privacy@next4biz.com).

## **Enforcement**

Next4biz uses a self-assessment approach to assure compliance with this Privacy statement and periodically verifies that it is accurate, comprehensive for the information intended to be covered, prominently displayed, completely implemented and accessible and in conformity with the Data Privacy Framework Principles.

The Federal Trade Commission has jurisdiction over Next4Biz's compliance with the Data Privacy Framework.

## **Dispute Resolution and Binding Arbitration**

In compliance with the Data Privacy Framework (DPF) Principles, Next4biz commits to resolve complaints regarding our collection or use of your personal information. Individuals from the EU with inquiries or complaints concerning our DPF policy should first contact us at: [privacy@next4biz.com](mailto:privacy@next4biz.com)

If your complaint cannot be resolved through our internal processes, we have further committed to refer unresolved privacy complaints to an independent dispute resolution mechanism in accordance with the DPF.

Under certain conditions, individuals may invoke binding arbitration for complaints regarding our compliance with the DPF Principles that are not resolved through other mechanisms. For more information, please visit the [Data Privacy Framework website](#).

We are obligated to arbitrate such claims and follow the terms set forth in Annex I of the DPF Principles, provided that the individual initiates binding arbitration by notifying us and following the procedures and conditions outlined in [Annex I](#).

**Next4biz**

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