

Friday: AI E-mail Assistant's Privacy Policy

Last updated: January 17, 2024

Version: 1.05

PLINK INC. collects and processes Personal Data that concerns You and other individuals.

This Privacy Policy describes Our policies and procedures on the collection, use, and disclosure of Your information when You use the Service and tells You about Your privacy rights and how the law protects You.

We use Your Personal Data to provide and improve the Service. By using the Service, You agree to the collection and use of information in accordance with this Privacy Policy.

This Privacy Policy is aligned with the Data Protection Legislation, the application of which depends on each individual case.

Data Controller

PLINK INC., a company incorporated in accordance with the laws of the state of Nevada, registration number NV20171585778, with its registered address at: 848 N RAINBOW BLVD. #5340 LAS VEGAS, NV 89107, USA (“**Company**,” “**We**,” “**Us**,” or “**Our**”), is the data controller for the Personal Data processing under this Privacy Policy, unless We tell You otherwise in an individual case, for example, in additional privacy notices, on a form or in a contract.

You may contact Us for data protection concerns and to exercise Your right under this Privacy Policy by using the contact information in the “Contact Us” section.

We have appointed a Data Protection Officer and EU Representative officer to assist Us with compliance with applicable privacy regulations.

Data Protection Officer:

Legal Nodes Ltd

Address: 90a High Street Berkhamsted, Hertfordshire, England, HP4 2 BL

Contact person's details: dpo.plink@legalnodes.com

EU Representative Officer:

"Plink Inc." has designated RF Privacy Minders Ltd as their EU Representative under Article 27 of the GDPR. For individuals located within the EU or EEA or data protection authorities, our EU Representative can be reached via email at plink.eu@privacyminders.com for any matters related to processing for the purpose of GDPR Compliance.

EU Representative's Contact Details:

Name: RF Privacy Minders Ltd

Address: 33 Konstantinou Paleologou, 6036-Larnaca, Cyprus

Tel: +357 24 323333”

Interpretation and Definitions

Interpretation

The words of which the initial letter is capitalized have meanings defined under the following conditions. The following definitions shall have the same meaning regardless of whether they appear in singular or in plural.

Definitions

For the purposes of this Privacy Policy:

- “**Account**” means a unique account created for You to access our Service or parts of our Service.
- “**Application**” means the software program provided by the Company, downloaded or used by You on any electronic device on any Platform, named Friday: AI E-mail assistant.
- “**Cookies**” are small files that are placed on Your computer, mobile device or any other device by a website, containing the details of Your browsing history on that website among its many uses.
- “**Data Protection Legislation**” means any applicable laws and regulations in any relevant jurisdiction relating to the processing of the Personal Data and may include, without limitation: (i) the GDPR; (ii) the Nevada Privacy of Information Collected on the Internet from Consumers Act (as amended by SB-220 and SB-260 – collectively, “**Nevada Privacy Laws**”); in each case, as updated, amended or replaced from time to time.
- “**Device**” means any device that can access the Service, such as a computer, a cell phone or a digital tablet.
- “**GDPR**” means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- “**Interaction Data**” is any data that You input to the Application. This includes, but is not limited to, your email address, the document ID, content of the document you’ve specified and the selected/highlighted parts of said document.
- “**Personal Data**” is any information that relates to an identified or identifiable individual and means any information relating to You, such as

a name, an identification number, location data, online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity.

- **“Platform”** is any product that Application is developed for use in connection with and/or the digital distribution service in which the Application has been distributed on.
- **“Service”** refers to <https://friday-email.ai/> (the **“Website”**) and/or the Application.
- **“Service Provider”** means any natural or legal person who processes the data on behalf of the Company. It refers to third-party companies or individuals employed by the Company to facilitate the Service, to provide the Service on behalf of the Company, to perform services related to the Service or to assist the Company in analyzing how the Service is used. Under the Data Protection Legislation, Service Providers are considered data processors.
- **“Third-Party Social Media Service”** refers to any website or any social network website through which a User can log in or create an account to use the Service.
- **“Usage Data”** refers to data collected automatically, either generated by the use of the Service or from the Service infrastructure itself (for example, the duration of a page visit).
- **“User Content”** refers to anything that You post or make available through the Service, including, but not limited to, the text input you provide to generate content.
- **“You”** means the individual accessing or using the Service, or the company, or other legal entity on behalf of which such individual is accessing or using the Service, as applicable. You can be referred to as the **“User”** as you are the individual using the Service.

Collecting and Using Your Personal Data

Types of Personal Data Collected

While using Our Service, We may ask You to provide Us with certain personally identifiable information that can be used to contact or identify You. Personally identifiable information may include, but is not limited to:

- Email address
- Usage Data
- Interaction Data
- Device information

- Input you sent for text generation
- Your name
- Your profile picture

Usage Data

Usage Data is collected automatically when using the Service.

Usage Data may include information, such as Your Device's Internet Protocol address (e.g., IP address), browser type, browser version, the pages of our Service that You visit, the time and date of Your visit, the time spent on those pages, unique Device identifiers and other diagnostic data.

We may also collect information that Your browser sends whenever You visit our Service or when You access the Service by or through a mobile Device.

Information from Third-Party Social Media Services

The Company allows You to create an account and log in to use the Service through the following Third-Party Social Media Services:

- Google
- Apple

If You decide to register through or otherwise grant us access to a Third-Party Social Media Service, We may collect Personal Data that is already associated with Your Third-Party Social Media Service account, such as Your name, Your profile picture, Your email address, Your activities, associated with that account.

You may also have the option of sharing additional information with the Company through Your Third-Party Social Media Service account. If You choose to provide such information and Personal Data during registration or otherwise, You are giving the Company permission to use, share, and store it in a manner consistent with this Privacy Policy.

Google API

The Application's use and transfer of information received from Google APIs to any other app will adhere to [Google API Services User Data Policy](#), including the Limited Use requirements.

Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyze Our Service.

You can instruct Your browser to refuse all Cookies or to indicate when a cookie is being sent. However, if You do not accept Cookies, You may not be able to use

some parts of our Service.

Cookies can be “Persistent” or “Session” Cookies. Persistent Cookies remain on Your personal computer or mobile Device when You go offline, while Session Cookies are deleted as soon as You close Your web browser. Learn more about Cookies: [What Are Cookies?](#)

We use both Session and Persistent Cookies for the purposes set out below:

Necessary/Essential Cookies

- Type: Session Cookies
- Administered by: Us
- Purpose: these Cookies are essential to provide You with services available through the Website and to enable You to use some of its features. They help to authenticate Users and prevent fraudulent use of User accounts. Without these Cookies, the services that You have asked for cannot be provided, and We only use these Cookies to provide You with those services.

Cookies Policy/Notice Acceptance Cookies

- Type: Persistent Cookies
- Administered by: Us
- Purpose: these Cookies identify if Users have accepted the use of Cookies on the Website.

Functionality Cookies

- Type: Persistent Cookies
- Administered by: Us
- Purpose: these Cookies allow Us to remember choices You make when You use the Website, such as remembering Your login details or language preference. The purpose of these Cookies is to provide You with a more personal experience and to avoid You having to re-enter your preferences every time You use the Website.

Tracking and Performance Cookies

- Type: Persistent Cookies
- Administered by: third parties
- Purpose: these Cookies are used to track information about traffic to the Website and how Users use the Website. The information gathered via these Cookies may directly or indirectly identify You as an individual visitor. This is because the information collected is typically linked to a pseudonymous identifier associated with the Device you use to access the

Website. We may also use these Cookies to test new advertisements, pages, features or new functionality of the Website to see how our Users react to them.

Use of Your Personal Data

The Company may use Personal Data for the following purposes:

- To provide and maintain our Service, including to monitor the usage of our Service.
- To manage Your account: to manage Your registration as a User of the Service. The Personal Data You provide can give You access to different functionalities of the Service that are available to You as a registered User.
- For the performance of a contract: the development, compliance and undertaking of the purchase contract for the products, items or services You have purchased or of any other contract with Us through the Service.
- To contact You: to contact You by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products or contracted services, including the security updates, when necessary or reasonable for their implementation.
- To provide You with news, special offers and general information about other goods, services and events, which We offer, that are similar to those that You have already purchased or enquired about, unless You have opted not to receive such information.
- To manage Your requests: to attend and manage Your requests to Us.

Lawful basis for processing

Where We ask for Your **consent** for certain processing activities (for example, for marketing mailings, for advertising management and behavior analysis on the Website), we will inform you separately about the relevant processing purposes. You may withdraw Your consent at any time with effect for the future by providing us written notice (by email). Where You have a User account, You may also withdraw consent or contact Us also through the Service, as applicable. Once We have received notification of withdrawal of consent, We will no longer process Your information for the purpose(s) You consented to, unless We have another legal basis to do so. Withdrawal of consent does not, however, affect the lawfulness of the processing based on the consent prior to withdrawal.

Where we do not ask for consent for processing, the processing of Your Personal Data relies on the requirement of the processing for **initiating or performing a contract** with You or on Our or a third-party **legitimate interest** in the particular processing, in particular in pursuing the purposes and objectives set out herein and in implementing related measures. Our legitimate interests also

include compliance with **legal regulations**, insofar as this is not already recognized as a legal basis by applicable data protection law (for example in the case of the GDPR, the laws in the EEA). This also includes the marketing of our products and services, the interest in better understanding our markets and in managing and further developing Our company, including its operations, safely and efficiently.

Where we receive sensitive personal data (for example health data, data about political opinions, religious or philosophical beliefs, and biometric data for identification purposes), we may process your data on other legal basis, for example, in the event of a dispute, as required in relation to a potential litigation or for the enforcement or defense of **legal claims**. In some cases, other legal bases may apply, which we will communicate to you separately as necessary.

Sharing of Personal Data

In relation to Our contracts and the Service, Our legal obligations or otherwise with protecting Our legitimate interests and the other purposes set forth herein, We may disclose Your Personal Data to third parties, in particular to the following categories of recipients:

- **Service Providers:** We may share Your Personal Data with Service Providers to process Your document and generate voice output and sound files, monitor and analyze the use of our Service, for payment processing, to contact You. Service Providers process Your Personal Data on Our behalf or as joint controllers with Us or receive data about You from Us as separate controllers (e.g., IT providers).
- **Third-party AI models:** We may share Your Personal Data with third-party AI models, such as OpenAI, to process the text input you provide for text generation.
- **For business transfers:** We may share or transfer Your Personal Data in connection with, or during negotiations of, any merger, sale of Company assets, financing, or acquisition of all or a portion of Our business to another company. We will provide notice before Your Personal Data is transferred and becomes subject to a different privacy policy.
- **Affiliates:** We may share Your information with Our affiliates, in which case we will require those affiliates to honor this Privacy Policy. Affiliates include Our parent company and any other subsidiaries, joint venture partners or other companies that We control or that are under common control with Us.
- **Business partners:** We may share Your Personal Data with Our business partners to offer You certain products, services or promotions.
- **Other Users:** when You share Personal Data or otherwise interact in the public areas with other Users, such information may be viewed by all Users and may be publicly distributed outside. If You interact with other Users or register through a Third-Party Social Media Service, Your

contacts on the Third-Party Social Media Service may see Your name, profile, and description of Your activity. Similarly, other Users will be able to view descriptions of Your activity, communicate with You and view Your profile.

- **Authorities:** Under certain circumstances, the Company may be required to disclose Your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g., an agency, a court or a government agency) in the USA and abroad if We are legally obliged or entitled to make such disclosures or if it appears necessary to protect Our interests.

All these categories of recipients may involve third parties, so that Your Personal Data may also be disclosed to them. We can restrict the processing by certain third parties (for example, IT providers), but not by others (for example authorities, banks, etc.).

We may also disclose Your Personal Data following other legal requirements in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the Company
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of Users of the Service or the public
- Protect against legal liability

International transfers and safeguards

As explained in the previous section, We disclose data to other parties. Your Personal Data may therefore be processed both in Europe and, in exceptional cases, in any country in the world.

Your information, including Personal Data, is processed at the Company's operating offices and in any other places where the parties involved in the processing are located, including the third-party Service Providers. It means that this information may be transferred to — and maintained on — computers located outside of Your state, province, country or other governmental jurisdiction where the data protection laws may differ from those from Your jurisdiction.

If a recipient is located in a country without adequate statutory data protection, We require the recipient to undertake to comply with data protection (for this purpose, We use the revised European Commission's standard contractual clauses, which can be accessed here: https://eur-lex.europa.eu/eli/dec_impl/2021/914/oj), unless the recipient is subject to a legally accepted set of rules to ensure data protection and unless We cannot rely on an exception. An exception may apply, for example, in case of legal proceedings abroad, but also in cases of overriding public interest or if the

performance of a contract requires disclosure, if You have consented or if data has been made available generally by You and You have not objected against the processing.

The Company will take all steps reasonably necessary to ensure that Your data is treated securely and in accordance with this Privacy Policy and no transfer of Your Personal Data will take place to an organization or a country unless there are adequate controls in place, including the security of Your data and other personal information.

Please note that data exchanged via the Internet is often routed through third countries. Your data may therefore be sent abroad even if the sender and recipient are in the same country.

Retention of Your Personal Data

The Company will retain Your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use Your Personal Data to the extent necessary to comply with Our legal obligations (for example, if we are required to retain Your Personal Data to comply with applicable laws), resolve disputes, and enforce Our legal agreements and policies.

The Company will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of Our Service, or We are legally obligated to retain this data for longer time periods.

If there are no contrary legal or contractual obligations, We will delete or anonymize Your Personal Data once the storage or processing period has expired as part of Our usual processes.

Security of Your Personal Data

We take appropriate security measures in order to maintain the required security of Your Personal Data and ensure its confidentiality, integrity and availability, and to protect it against unauthorized or unlawful processing, and to mitigate the risk of loss, accidental alteration, unauthorized disclosure or access.

The security of Your Personal Data is important to Us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While We strive to use commercially acceptable means to protect Your Personal Data, We cannot guarantee its absolute security.

Detailed Information on the Processing of Your Personal Data

Service Providers have access to Your Personal Data only to perform their tasks on Our behalf and are obligated not to disclose or use it for any other purpose.

Platform

Application is an add-on that's developed for use in connection with the

following products, neither of which is owned or operated by Us.

Android & Google Play Store

- Company offers an Android Application which can be downloaded and installed via Google Play Store. You can learn more about privacy policies and practices for these Platforms by reading their respective privacy policies:
- Google's Privacy Policy: <https://policies.google.com/privacy?hl=en-US>

iOS & App Store

- Company offers an iOS (iPhone and/or iPad) Application which can be downloaded and installed via Apple App Store. You can learn more about privacy policies and practices for these Platforms by reading their respective privacy policies:
- Apple's Privacy Policy: <https://www.apple.com/legal/privacy/en-ww/>

Analytics

We may use third-party Service Providers to monitor and analyze the use of our Service.

Google Analytics

- Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of Our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.
- You can opt out of having made Your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js and dc.js) from sharing information with Google Analytics about visits activity.
- For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy>

Firebase

- Firebase is an analytics service provided by Google Inc.
- You may opt out of certain Firebase features through Your mobile Device settings, such as your Device advertising settings or by following the instructions provided by Google in their Privacy Policy: <https://policies.google.com/privacy>
- We also encourage You to review the Google's policy for safeguarding Your data: <https://support.google.com/analytics/answer/6004245>

- For more information on what type of information Firebase collects, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy>

UXCam

- UXCam is an analytics service that's used to improve Our Users' experience.
- For more information on what type of information UXCam collects, please visit their Privacy Policy <https://help.uxcam.com/hc/en-us/articles/360004158171> and/or their Terms and Conditions: <https://help.uxcam.com/hc/en-us/articles/360004117372>

Cloud Services

We are using third-party Service Providers to store data and files, and to host and maintain the Service.

Firestore

- Firestore is a backend-as-a-service tool provided by Google, Inc. We use Firestore for authentication, data and file storage and/or processing, hosting, analytics, and performance improvements purposes.
- You may opt out of certain Firestore features through Your mobile Device settings, such as Your Device advertising settings or by following the instructions provided by Google in their Privacy Policy: <https://policies.google.com/privacy>
- We also encourage You to review the Google's policy for safeguarding Your data: <https://support.google.com/analytics/answer/6004245>
- For more information on what type of information Firestore collects, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy>

Google Cloud Platform

- Google Cloud Platform (GCP) is a suite of cloud computing services provided by Google, Inc. We use GCP for data and file storage and/or processing, processing the voice recordings of chats, logging, and performance improvements purposes.
- For more information on what type of information GCP collects, please visit the Google Privacy & Terms web page: <https://policies.google.com/privacy>
- We also encourage You to review the Google's policy for safeguarding Your data: <https://support.google.com/analytics/answer/6004245>

OpenAI

- OpenAI is an API provided by OpenAI LLC. We use OpenAI's AI engine for

text generation.

- For more information on what type of information OpenAI collects and how they process data, please visit the OpenAI's Privacy & Terms web page: <https://beta.openai.com/policies/privacy-policy>

Email Marketing

If You used Google API to register an account through Your Google email, We will not send You any marketing emails. However, we may still contact You with emails relating to the operation of Our Service (e.g. service notifications or important updates).

If You registered an account through Your Google email without using Google API, We may use Your Personal Data to contact You with newsletters, marketing or promotional materials and other information that may be of interest to You. You may opt out of receiving any, or all, of these communications from Us by following the unsubscribe link or instructions provided in any email We send or by contacting Us.

We may use email marketing Service Providers to manage and send emails to You.

Mailchimp

- Mailchimp is an email marketing sending service provided by The Rocket Science Group LLC.
- For more information on the privacy practices of Mailchimp, please visit their Privacy Policy: <https://mailchimp.com/legal/privacy/>

Sendgrid

- Their Privacy Policy can be viewed at: <https://sendgrid.com/resource/general-data-protection-regulation-2/>

Payments

We may provide paid products and/or services within the Platform. In that case, the Platform might handle the payments on Our behalf.

We will not store or collect Your payment card details. That information is provided directly to Platform whose use of Your Personal Data is governed by their privacy policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, Mastercard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.

Apple & App Store

- Their Privacy Policy can be viewed at: <https://www.apple.com/legal/privacy/en-ww/>

Google & Google Play Store

- Their Privacy Policy can be viewed at: <https://policies.google.com/privacy?hl=en-US>

Usage, Performance and Miscellaneous

We may use third-party Service Providers to provide better improvement of Our Service.

Your Rights under the GDPR

The Company undertakes to respect the confidentiality of Your Personal Data and to guarantee You can exercise Your rights.

To help You control the processing of Your Personal Data, You have the following rights in relation to Our data processing, depending on the applicable Data Protection Legislation:

- Request access to Your Personal Data. You have the right to access, update or delete the information We have on You. Whenever made possible, You can access, update or request deletion of Your Personal Data directly within Your account settings section. If You are unable to perform these actions yourself, please contact Us to assist You. This also enables You to receive a copy of the Personal Data We hold about You.
- Request information from Us as to whether and what data We process from You.
- Request correction of the Personal Data that We hold about You. You have the right to have any incomplete or inaccurate information We hold about You corrected.
- Object to processing of Your Personal Data. This right exists where We are relying on a legitimate interest as the legal basis for Our processing and there is something about Your particular situation, which makes You want to object to Our processing of Your Personal Data on this ground. You also have the right to object where We are processing Your Personal Data for direct marketing purposes.
- Request erasure of Your Personal Data. You have the right to ask Us to delete or remove Personal Data when there is no good reason for Us to continue processing it.
- Request the transfer of Your Personal Data. We will provide to You, or to a third party You have chosen, Your Personal Data in a structured, commonly used, machine-readable format. Please note that this right only applies to automated information which You initially provided consent for Us to use, or where We used the information to perform a contract with You.
- Withdraw Your consent. You have the right to withdraw Your consent on using your Personal Data. If You withdraw Your consent, We may not be

able to provide You with access to certain specific functionalities of the Service.

- Receive, upon request, further information that is helpful for the exercise of these rights.

Please note that conditions, exceptions or restrictions apply to these rights under applicable Data Protection Legislation. We will inform You accordingly where applicable.

Exercising of Your European Data Protection Rights

You may exercise Your rights of access, rectification, cancellation and opposition by contacting Us using the contact information provided at the end of this page. Please note that we may ask You to verify Your identity before responding to such requests. If You make a request, We will try Our best to respond to You as soon as possible.

You have the right to complain to a data protection authority about Our collection and use of Your Personal Data. For more information, if You are in the European Economic Area (EEA), please contact Your local data protection authority in the EEA. You can find a list of authorities in the EEA here: https://edpb.europa.eu/about-edpb/board/members_en. You can reach the UK supervisory authority here: <https://ico.org.uk/global/contact-us/>.

Nevada Privacy Notice

We have created this notice specifically for Nevada residents. The Nevada Privacy Notice supplements the information contained in this Privacy Policy and applies to the Service for residents of Nevada, where applicable. The Nevada Privacy Notice is intended to comply with Nevada Privacy Laws.

Do Not Sell Notice

We do not sell personally identifiable information, as defined under Nevada Privacy Laws, and do not have plans to do so. If You still have questions about Your covered information or anything else in our Privacy Policy, just contact Us.

Contact Information

If You have any questions about the Nevada Privacy Notice, the data We hold on You, or You would like to exercise one of Your rights under the Nevada Privacy Laws, please contact Us by emailing at: support@friday-email.ai.

Links to Other Websites

Our Service may contain links to other websites that are not operated by Us. If You click on a third-party link, You will be directed to that third-party site. We strongly advise You to review the privacy policy of every site You visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or services.

Changes to this Privacy Policy

We may update Our Privacy Policy from time to time. We will notify You of any changes by posting the updated Privacy Policy on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective, and update the “Last updated” date at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, You can contact Us:

- By email: support@friday-email.ai
- By mail: 848 N RAINBOW BLVD. #5340 LAS VEGAS, N V
89107, USA

You can also contact Our:

- Data Protection Officer at: dpo.plink@legalnodes.com
- EU Representative Officer at: plink.eu@privacyminders.com