

# Privacy Policy

## PRIVACY STATEMENT

Effective March 8, 2022

harp-weaver is committed to respecting your privacy, and wants you to know how we collect, use and disclose information. This Privacy Policy describes our practices with respect to information we collect through online and digital service activities, including this website (the "Site"), our other U.S. websites, mobile applications ("Apps"), social media forums, and other digital services in which this Privacy Policy is posted or linked (collectively, the "Services"), and the choices you have about how we use that information. When you submit information to or through the Services, you consent to the collection, processing, and retention of your information as described in this Privacy Policy.

We urge you to read this Privacy Policy and the Terms of Use before using the Services or submitting any information to us. This Privacy Policy is incorporated into and made a part of our Terms of Use. By providing personal information to us or by using the Services, you acknowledge that you understand and agree to the terms of this Privacy Policy and the Terms of Use.

This Privacy Policy is intended for use by residents of the United States only.

For specific information relating to residents of California and Nevada, please scroll down.

### How We Collect Personal Information

#### Information We Collect

**Information You Provide:** We collect personal information that you voluntarily provide when you use the Services, such as when you register for a program, participate in a survey, provide a testimonial, order a product, participate in an interactive feature or forum (such as chat features), or contact us with a question. Depending on the particular Service, we may ask you to provide your name, address, age, birth date, gender, email address, phone number, photo, zip code, education, professional experience, demographic information, or other information. When we collect information from you, our goal is to let you know how we will use your information, and how you may contact us to tell us that you do not want us to use the information to contact you any longer beyond fulfilling your requests. You will be informed what information is required and what is optional. If you choose not to provide the required information, you may not be able to participate in the activity that requires the information.

**Information We Receive From Third Parties:** From time to time, we may supplement the information we collect from you with information that we receive about you from other sources, such as public databases, providers of demographic information, joint marketing partners, social media platforms, people with whom you are connected on social media platforms, and other third parties. Information we collect could include such things as products and services purchased, obtained, or considered; professional or employment-related information; education information; Internet or other electronic network activity information including interactions with a website, app, or ad; or, your preferences and behaviors. We may obtain this information in order to verify your contact information, identity, professional credentials, specialty, and/or to provide you with more tailored information about our products and services.

**Interactive Tools You Use:** We may provide interactive tools, including third-party tools, on our websites that allow you to share information with others, such as posts on social media sites or send-to-a-friend emails for the purpose of sending informational and educational materials about harp-weaver or our products or services. To enable information sharing, we may collect personal information. In some instances, you may also be asked to provide information about another person, such as name and email address, in addition to your own personal information so the content may be shared. We will use this information to fulfill your delivery request. We do not view or store this information for any purpose other than to process your request and to comply with regulatory or legal requirements. Be sure to review the legal notice and privacy policy of third parties who provide interactive tools, such as social media sites, because the policies of those sites may be different from those of our website.

If you submit personal information relating to other people to us in connection with the Services, you represent that you have the authority to do so, and to permit us to use the information in accordance with this Privacy Policy.

**Information Collected Automatically:** We and our service providers may collect basic information about you and your surfing habits automatically through browser navigational tools, cookies, pixel tags and other similar technologies. This includes information about your operating system, your IP address, browser type and language, referring and exit pages and URLs, keywords, date and time, amount of time spent on particular pages, what sections of a website you visit, and similar information concerning your use of the website. Below are descriptions of the online tools we may use to collect this usage information:

**Browser Navigational Tools:** Certain information is collected by most browsers, such as your computer type (Windows or Mac), screen resolution, operating system name and version, and Internet browser type and version. We may collect similar information, such as your

device type and identifier, if you access the Service through a mobile device. We use this information to ensure that the Service functions properly.

**IP Address:** Your IP address is a number that is automatically assigned to your computer or device by your Internet Service Provider. An IP address is identified and logged automatically in our server log files whenever a user visits the Service, along with the time of the visit and the pages visited. Collecting IP addresses is standard practice and is done automatically by many online services. We use IP addresses for purposes such as calculating Service usage levels, diagnosing server problems, and administering the Service in an optimal format. We may also derive your approximate location from your IP address.

**Device Information:** We may collect information about your mobile device, such as a unique device identifier, to understand how you use the Service.

**Pixel Tags and similar technologies.** We may also use pixel tags (also known as web beacons, clear GIFs) or similar technologies (collectively, "Pixel Tags") in connection with some website pages and HTML-formatted email messages to, among other things: track the online activity of users of the Services and our email recipients (including activity on other websites); determine the success of marketing campaigns; and compile aggregate statistics about site usage of the Services and response rates.

**Cookies.** Cookies are small bits of information that a website sends to your web browser that helps the site remember information about you and your preferences across multiple visits. You can set your browser to accept all cookies, to reject all cookies, or to notify you whenever a cookie is offered so that you can decide each time whether to accept it. If your browser is set to reject cookies, websites that are cookie-enabled will not recognize you when you return to the website, and some website functionality may be lost. If you do not disable Cookies and continue to use our Service, we will infer your consent to their use.

We do not collect personal information automatically, but if you provide us with personal information, we may associate that information with the information collected automatically.

## How We Use Your Information

In addition to the uses listed above, we may use your personal information for the following purposes:

- **Fulfilling and Responding to Requests.** We may communicate with you to process, complete and fulfill your requested transactions, or provide our products and services. We may also personalize and customize this Site and other social media platforms with references to products and/or services that we believe may be of interest to you.

- **Responding to your Inquiries.** We may provide customer service, respond to your questions about our services, verify information provided to us, and determine eligibility for our products, services and programs.
- **Connecting You With Third Parties.** We may provide functionality on the Site that will connect you or allow you to forward and share certain content with another person or organization through the Services. In addition, we may offer access to third-party sharing functionality, such as third-party social media widgets/tools/buttons.
- **Marketing and Corporate Communications.** We may use information that you or third parties provide to inform you of products, programs, services, surveys, promotions, or other interactive features, such as chat features, that we believe may be of interest to you. We may also provide you with newsletters, articles, alerts, announcements, invitations, and other information about products and brands. You may opt out of receiving such communications, as described in the “Your Privacy Choices and Rights” section below.
- **Administrative Communications.** We may send you important information, such as changes to our terms, conditions, and policies and/or other administrative information. Because this information may be important, you may not opt out of receiving such communications.
- **Online Services.** We collect and use information about how you and other users interact with our online services through our websites, apps, and online tools such as Google Analytics. We use this information in order to compile statistics for analysis of our Services and our business and to make decisions to optimize the experiences we deliver through digital and online channels.
- **Research.** We may use the information we collect from you to better understand our audiences, evaluate user interest in the Services, improve the Services, and perform other market research activities, as well as conduct surveys, interview individuals, create directories and compile databases of contact information.
- **Internal Business Purposes.** We may use information we collect from you to facilitate our business operations, including engaging in communications, services, advertising, and marketing activities, data analysis; auditing, assessing quality and safety, monitoring and preventing fraud, infringement, and other potential misuse of the Services; determining the effectiveness of our promotional campaigns and improving our products, services, and technology; and operating and expanding our business activities.
- **Legal and Regulatory.** We may use any information we believe to be necessary or appropriate under applicable law, including laws outside your country of residence, to meet legal and regulatory requirements, and comply with legal process; respond to requests from public and government authorities, including those outside your country of residence; enforce our Terms and Conditions; protect our operations or those of any of our affiliates; protect our rights, privacy, safety or property, and/or

those of our affiliates, you or others; allow us to pursue available remedies or limit the damages that we may sustain, and protect against fraud, suspicious or other illegal activities.

- **In Aggregated or De-Identified Form.** We may use information about you or use suggestions, comments, and ideas that do not personally identify you for any purpose, except where we are required to do otherwise under applicable law. We may combine, aggregate or de-identify any of the information we collect from you with information we may collect from or about you from any other online or offline source and use it for any purpose, including product and service development and improvement activities.

## How We Share Your Information

harp-weaver does not sell your personal information to third parties for business or commercial purposes. We may share the personal information that we collect and use it as described in this Privacy Policy and any other applicable privacy notices or opt-ins that you receive.

- **Affiliated Entities.** We may share your personal information with our affiliated companies for the purposes described in this Privacy Policy.
- **Service Providers.** We may share your personal information with service providers who provide us with services for our websites, as well as other products and services, such as web hosting, data analysis, payment processing, order fulfillment, customer service, infrastructure provision, technology services, email delivery services, credit card processing, legal services, and other similar services. We grant our service providers access to personal information only to the extent needed for them to perform their functions and require them to protect the confidentiality and security of such information.
- **Commercial and Collaboration Partners.** We may share your personal information with unaffiliated trusted third parties that partner with us to deliver a Service or to support our commercial or other activities. Depending on the choices you have made and the nature of the joint activity, these third parties may contact you regarding harp-weaver-related products, programs, services, and promotions that may be of interest to you. However, we do not sell, rent, or otherwise share your personal information with any unaffiliated third parties for their own use or marketing purposes.
- **At your direction.** We may share your personal information with other parties with your consent or at your direction.
- **Business Transfers or Assignments.** If we decide to reorganize or divest part or all of our business or a line of our business, including our information databases and websites, through a merger, sale, joint venture or collaboration, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in

connection with any bankruptcy or similar proceedings), we may transfer any and all information that we collect from site users or offline to a third party. We will share your personal data with such company (without your consent or any further notice to you). In such circumstances, we will seek written assurances that your personal information submitted through our websites will be protected consistent with this Privacy Policy.

- **Other Third Parties.** We may share information with third parties, such as information shared when you use interactive features. In addition, cookies, pixels, web server data, and other technologies may involve sharing of information with third parties.
- **Legal and Regulatory.** We reserve the right to disclose your personal information as required by law, when we believe disclosure is necessary or appropriate to comply with a regulatory requirement, judicial proceeding, court order, government request, or legal process served on us, or to protect the safety, rights, or property of our customers, the public, harp-weaver or others. We have no obligation to notify you of such disclosures, except as required by applicable law.

We may disclose information that does not personally identify you for any purpose, except where we are required to do otherwise under applicable law.

### Your Privacy Choices and Rights

You may contact us to update or correct your personal information and your preferences provided to us through the Site, or opt out of receiving mailings or other communications in which you previously chose to participate. Different programs and services may offer different phone numbers, links or preference managers that allow you to inform us of your updates and choices, including opting out of particular communications. You may also contact us at [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com) if you have difficulty finding these tools or otherwise updating your data or preferences. We may need to retain certain personal information for recordkeeping purposes and/or to complete any transactions that you began prior to requesting a change or deletion. We will endeavor to comply with your request as soon as reasonably practicable. If you no longer wish to receive promotional emails from us on a going-forward basis, you may opt out of receiving such emails by following the "unsubscribe" directions on the emails or by changing your preference settings.

For information relating to residents of California and Nevada, scroll down to learn more about those states' specific rights.

Our websites do not currently respond to web browser "do not track" signals or other mechanisms that provide a method to opt out of the collection of information across websites or other online services.

## Other Aspects of Our Privacy Practices

**Third-Party Sites.** This Site may contain links to third-party websites that harp-weaver does not control. We are not responsible for the privacy practices or the contents of any such linked sites, or for the nature, quality, or accuracy of the content or opinions expressed in such websites. We do not investigate, monitor, or check the quality, accuracy, or completeness of these third-party sites. Inclusion of any linked website on this Site does not imply or express an approval or endorsement of the linked website by harp-weaver, or of any of the content, opinions, products, or services provided on such websites. Each of these linked sites maintains its own independent privacy policy. If you visit a website that is linked to this Site, we encourage you to familiarize yourself with the privacy policy of that website, which is not governed by this Privacy Policy.

**Information Security.** We use reasonable organizational, technical and administrative safeguards to help protect the information collected through the Services. Our security and privacy policies are periodically reviewed and enhanced, and are designed to allow only authorized individuals to have access to the information you provide. However, data transmitted over the Internet cannot be guaranteed to be completely secure from people who might attempt to evade our security measures. Your email is a non-encrypted form of Internet communications which may be accessed and viewed by other Internet users without your knowledge or permission while in transit to us. For that reason, in order to protect your privacy, please do not use email to communicate information to us that you consider confidential. While we strive to protect your personal information, harp-weaver cannot guarantee the security of any information you transmit to us through this Site. Users are responsible for maintaining the secrecy of their own passwords. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account you might have with us has been compromised), please immediately notify us by contacting us at [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com).

**Data Integrity and Retention.** We will retain information about you for the period necessary to fulfill the purposes outlined in this Privacy Policy or harp-weaver's data retention policies unless a longer retention period is required by law.

**Data Transfers.** This website is controlled and operated by harp-weaver from the United States and is not intended to subject us to the laws or jurisdiction of any state, country, or territory other than that of the United States. Any personal information you provide to us may be stored and processed, transferred between, and accessed, which may not guarantee the same level of protection of personal information as the one in which you reside. However, we will handle your personal information in accordance with this Privacy Policy regardless of where your personal information is stored or accessed. We take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your information.

**Children’s Privacy.** We are committed to protecting the privacy of children. This Site and any accompanying Services offered are not directed at children who are under 13 years of age. It is our policy to require that individuals requesting information on our products be 13 years of age or older. We may collect the personal information of minors in connection with other business activities. Should we receive personal information from a person whom we know is under 13 years of age, we will endeavor to delete such information from our website database, and the information will not be used for any purpose. If you believe that a person under 13 years of age has provided us with his or her personal information, please notify us so that we can take reasonable steps to remove the information from our database.

**Changes to Our Privacy Policy.** We may revise or update this Privacy Policy at any time in our sole discretion. We will post any changes on this page and indicate at the top of this page the date this Privacy Policy was last revised. We recommend that you regularly review the Privacy Policy when you visit the Site. Your continued use of our Services constitutes your acceptance of the terms of the Privacy Policy as amended or revised by us from the effective date.

**Contacting Us.** If you have any questions, comments, requests, or concerns related to this Privacy Policy, harp-weaver’s information practices, or how to access this policy in another format, please contact us at harp-weaver, 8033 Germantown Ave., Philadelphia, Pennsylvania, 19118 or at [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com) for assistance.

## Additional State Privacy Notices for United States Residents

Some states (including California and Nevada), have state specific rights for their residents. Scroll down to learn more about those state specific rights.

### harp-weaver State Privacy Notices

#### Effective March 8, 2022

The notices below supplement the information contained in harp-weaver’s Privacy Policy. Capitalized terms as well as “we” or “us” have the same meaning as in the Privacy Policy.

#### Privacy Notice for California Residents

This notice describes our practices regarding the collection, use, disclosure and sale of personal information and provides instructions for submitting data privacy requests.

**California Residents Under Age 18:** If you are a resident of California under the age of 18 and a registered user of the Services, you may ask us to remove content or data that you have posted to the Services by writing to [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com). Please note that your request



does not ensure complete or comprehensive removal of the content or data, as, for example, some of your content or data may have been reposted by another user.

### California Consumer Privacy Act Notice for California Residents:

If you are a California resident, pursuant to the California Consumer Privacy Act of 2018 (“CCPA”), we provide the following details regarding the categories of personal information about you (excluding business-to-business data) that we may have collected or disclosed within the preceding 12 months:

1. Identifiers, such as name and government-issued identifier (e.g., Social Security number);
2. Personal information, as defined in the California safeguards law, such as contact and financial information;
3. Characteristics of protected classifications under California or federal law, such as age, gender, race, medical conditions, and marital status;
4. Commercial information, such as transaction information and purchase history;
5. Internet or other electronic network activity information, such as browsing history and interactions with our websites;
6. Geolocation data, such as device location;
7. Audio, electronic, visual and similar information, such as call and video recordings;
8. Professional or employment-related information, such as work history and prior employer;
9. Education information subject to the federal Family Educational Rights and Privacy Act, such as student records and directory information; and
10. Inferences drawn from any of the personal information listed above to create a profile or summary about, for example, an individual’s preferences and characteristics.

We collect this personal information directly from California residents, as well as from joint marketing partners, public databases, providers of demographic data, publications, professional organizations, social media platforms, people with whom you are connected on social media platforms, companies and other third parties that help us screen and onboard individuals for hiring purposes, and other third parties when they share the information with us.

We may have disclosed this personal information to our affiliates and trusted third parties, such as our service providers, for our business operational purposes. We may use this personal information to operate, manage, and maintain our business, to provide our products and services, for our employment purposes, and to otherwise accomplish our business purposes and objectives. Our business purposes and objectives include, for example, developing, improving, repairing, and maintaining our products and services;

personalizing, advertising, and marketing our products and services; conducting research, analytics, and data analysis; maintaining our facilities and infrastructure; undertaking quality and safety assurance measures; conducting risk and security controls and monitoring; detecting and preventing fraud; performing identity verification; performing accounting, audit, and other internal functions, such as internal investigations; complying with law, legal process, and internal policies; maintaining records; and exercising and defending legal claims.

We have not sold personal information about California residents. For purposes of the CCPA, "sold" or "sale" means the disclosure of personal information to a third party for monetary or other valuable consideration.

## Your Rights

As a California resident, you have the following rights regarding our collection and use of your personal information, subject to certain exceptions.

**Right to Know:** You may request that we provide you with the following information about how we have handled your personal information in the 12 months preceding your request:

- The categories of personal information we collected about you and the categories of sources from which we collected such personal information;
- The specific pieces of personal information we collected about you;
- The business or commercial purpose for collecting personal information about you; and
- The categories of personal information about you that we shared or disclosed and the categories of third parties with whom we shared or disclosed such personal information.

**Right to Copy:** You may request that we provide you with a copy of the specific pieces of personal information that we have collected about you in the prior 12 months and to have this delivered to you either by mail or electronically.

**Right to Deletion:** You may request that we delete any personal information about you we that we collected from you.

## Submitting Data Privacy Requests

You may submit a request for the disclosure or deletion of personal information we have collected about you by contacting [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com) to make an online request. We may ask you to provide information that will enable us to verify your identity. In some instances, we may decline to honor your request if an exception applies, such as when the

disclosure of personal information would adversely affect the rights and freedoms of another California resident. We will respond to your request consistent with applicable law.

We will not discriminate against you for exercising your rights under the CCPA. For example, we will not deny goods or services to you, or charge you different prices or rates, or provide a different level of quality for products or services as a result of you exercising your rights under the CCPA.

### Privacy Notice for Nevada Residents

We do not sell Covered Information as defined under Nevada law, and we generally do not disclose or share personal information for commercial purposes. Under Nevada law, you have the right to direct us to not sell or license your personal information to third parties. To exercise this right, if applicable, you or your authorized representative may contact [teresa@harp-weaver.com](mailto:teresa@harp-weaver.com) to make an online request.