



OneStream Privacy Policy

Effective May 25, 2018

OneStream Networks, LLC and its subsidiaries (collectively "**OneStream**") respect your privacy and are committed to protecting your Personal Information and being transparent about how we collect, use, and share your Personal Information. This Privacy Policy ("**Policy**") applies to this website or to any website that includes a link or reference to this Policy ("**Website**") and describes how we handle Personal Information (as described below) and the choices available to you regarding collection, use, access and how to update and correct your Personal Information.

Personal Information we collect

We collect data, including Personal Information that you provide on our Website and as you use the Website. "**Personal Information**" includes information that can be used to identify you as a natural person, directly or indirectly, in particular in combination with other information available to us such as an identification number, online identifier or one or more factors specific to your identity as a natural person and may include your:

- name,
- address,
- phone number,
- e-mail address (etc.).

Each visitor to the Website may be identified by cookies or similar technologies (see below) as well as by an IP address during their visit. The information we collect depends on how you use our Website. We also collect Personal Information from trusted third-party sources and engage third parties to collect Personal Information to assist us.

We and third parties we engage may combine information we collect from you over time and across our Website with information obtained from other sources. This helps us improve the information's overall accuracy and completeness, and also helps us better tailor our interactions with you.

OneStream aims at keeping the Personal Information we hold is accurate and up-to-date. Please ensure that the Personal Information you communicate to us is accurate and up-to-date.

If you fail to provide certain personal data when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a product or service), or we may be prevented from complying with our legal obligations.

How we use your Personal Information.

We only collect, use and store your Personal Information for the purposes of operating our business, delivering, improving, and customizing our Website as well as products and services we provide, sending marketing and other communications related to our business, providing you with information, products and services that you request from us, and for [other legitimate purposes permitted by applicable law]. As the case may be, we will provide you with the basis of such legitimate purposes upon its occurrence, prior to implementation of the related processing.

OneStream collects Personal Information for a variety of purposes, as follows:

- Performance of a contract to which OneStream is a Party;
- Providing you with our product(s) or service(s) upon your request;
- Respond to an inquiry from you or sending communications to you for marketing or customer survey purposes, either directly from OneStream or from our third-party partners;;
- Providing you with customer service and support;
- Personalize the Website and advertising thereon; and
- Improving the operation of the Website and/or help adjust the content of the Website to the general geographic location of you and for reporting purposes.

Where required or permitted by applicable law, we also use or disclose your Personal Information to limited third parties when we believe, in good faith, that such use or disclosure is reasonably necessary to (i) comply with the legal obligation bearing on OneStream, (ii) enforce or apply the terms of any agreement to which we are a party, or (iii) protect the rights, property or safety of OneStream, OneStream’s clients, or others.

How we share your Personal Information

We may share your personal Information with our affiliate entities and other third-party business partners, providers, vendors or contractors acting on our behalf and under our instructions, whether located inside and outside of the European Union (“EU”) or the Economic Area (“EEA”), for the purposes of operating our business, delivering, improving, and customizing our Website as well as our products and services, sending marketing and other communications related to our business [, and for other legitimate purposes permitted by applicable law or otherwise,] and when needed, with your consent.

Therefore, we may share Personal Information in the following ways:

- Within OneStream and any of our affiliate entities located inside or outside of the EU/EEA, for purposes of data processing or storage;
- With OneStream’s business partners, vendors, authorized third-party agents or contractors to provide our products and services or facilitate transactions. Examples include, but are not limited to: processing or orders, hosting websites and providing support.
- In connection with, or during negotiations of, any merger, sale of company assets, consolidation or restructuring, financing, or acquisition of all or a portion of our business by another company;
- As the case may be, for further protection of your privacy, OneStream will share your Personal Information in aggregated and/or de-identified form that cannot be used to identify you;

Where mandated or permitted by applicable law, regulation or legal process, we will disclose your Personal Information to law enforcement officials, government authorities or other third parties, located inside and outside of the EU/EEA, where such disclosure is in accordance with due process of law and binding upon OneStream, to the extent necessary to comply with legal process or meet national security requirements, protect the rights, property, or safety of OneStream, its business partners, you, or others.

Transfer, processing and storage of Personal Information

As a global organization with affiliated entities located inside and outside of the EU/EEA and business processes in operation across borders, we may transfer your Personal Information to OneStream's headquarters in the United States of America, to any OneStream affiliate entity worldwide or to third-party business partners, providers, vendors, or contractors, that are located inside or outside of the EU/EEA, for purposes described in the section "How we share your Personal Information" above, including for the purpose of data processing or storage on behalf and under the control of OneStream.

OneStream implements cross-borders transfers in compliance with applicable privacy and data protection regulations, including Regulation (EU) 2016/679 of 27 April 2016 on the protection of personal data ("GDPR"). Where mandated by applicable law, to ensure that your personal data does receive an adequate level of protection, OneStream implements the appropriate measures to ensure that your Personal Information is treated across OneStream affiliated entities and by the aforementioned third parties in a way that is consistent with and which respects the applicable privacy and data protection laws. Measures include the following:

Links to third-parties' websites

The Website may contain links to third-party websites that are operated by companies outside of our control. Your activities on those third-party websites will be solely governed by the privacy policies and procedures of those third parties. OneStream takes no responsibility whatsoever for the content or information practices of such third parties and encourage you to review the privacy policies of these third parties before disclosing any information on their websites.

Security and confidentiality of your Personal Information

The security and confidentiality of your Personal Information is important to us. We implement appropriate physical, administrative, and technical measures and safeguards designed to protect your Personal Information from loss, theft, misuse, alteration, unlawful or unauthorized access, use, or disclosure.

OneStream also relied on reasonable measures to safeguard Personal Information in our possession, including:

- Enforcement of group-wide policies and procedures on Personal Information use, security and confidentiality;
- Restricting access to Personal Information to only those employees and third-party service providers on a "need to know" basis and under strict confidentiality requirements;
- Use of technologies to safeguard data during transmission, such as SSL encryption for some of the data that you provide via the Website and using appropriate security measures to safeguard the data we collect and possess;
- Use of industry-standard measures and processes for detecting and responding to inappropriate attempts to breach our computer systems and networks.

The Internet and any communication thereon cannot be guaranteed to be secure at all times, and we cannot ensure or warrant the security of any Personal Information you provide us through this

technology. In this regard, we have procedures to deal with any suspected data security breach and will notify you and any regulator of a suspected breach where we are legally required to do so.

Retention of Personal information

We will retain your Personal Information for only as long as needed to fulfill the purposes for which it is collected. We will retain and use your Personal Information as necessary to comply with our business requirements, legal obligations, resolve disputes, protect our assets and enforce agreements to which OneStream (or any of our affiliate entity) is a party.

For more information about the retention periods, please refer to the summary table below.

Your Rights

You have the right to access, free of charge, obtain a paper or electronic copy, review, correct and update all your Personal Information stored by us, notably to confirm its accuracy. Subject to any relevant legal requirements and exemptions, you may also oppose to or limit the processing of your Personal Information or request that certain of your Personal Information be deleted from our files.

If you reside within the EU, you may also exercise your right to portability of your Personal Information where the lawful basis for the processing is (i) (a) a contract or (b) your consent and (ii) by automated means. Please note that such a request could be limited to the sole Personal Information you provided us with or that we hold at that given time and subject to any relevant legal requirements and exemptions, including identity verification procedures.

OneStream will make reasonable efforts to comply with the aforementioned requests, unless such requests are prohibited by law, or there is a legitimate purpose to retain your Personal Information, in which case we will inform you without undue delay. We reserve the right to verify your identity before any request relating to your Personal Information processed by us. Please direct any questions about your Personal Information using the contact details provided at the end of this Policy.

Any individual who wishes to opt out can do so freely and at any time by contacting OneStream at using the contact details provided at the end of this Policy, further to the information process relating to the new purpose or clicking on the link within each of our marketing communications.

In situations where OneStream, acting as a processor on behalf of and under the instructions of one of its customers (acting a data controller), receives Personal Information pertaining to individuals residing in the EU and Switzerland directly from our clients (and not the individual to whom the Personal Information relates), we will cooperate with our clients' reasonable requests to:

- assist them in informing the impacted individuals about (a) the possibility that we may disclose such individuals' information to third parties and (b) the individual's ability to opt out of such disclosures (except for disclosures to third parties performing tasks directly on our behalf and pursuant to our instructions); and
- reasonably ensure that we process the information for purposes compatible with the purposes for which it was originally collected or subsequently authorized by the impacted individuals. After we have notified our clients, they will then inform us if any individuals have opted out of such disclosures.

Children’s Privacy

OneStream encourages parents and guardians to take an active role in their children's online activities. OneStream does not sell or offer its products and services to children. As such, our Websites are designed for adult user interaction. We do not intentionally collect Personal Information from children under the age of 18. If you are a parent or legal guardian of a minor under the age of 16 and believe that the minor has disclosed personal information to us, please contact us using the contact details provided in this Privacy Policy.

Choice and Opt-Out

Subject to your choices, we may also send you marketing communications via email. In addition to the “unsubscribe” link contained in each of our e-mail marketing communications, you may opt-out freely and at any time of receiving OneStream newsletters or other e-mail marketing communications from OneStream by sending an e-mail to opt-out@onestreamnetworks.com.

We may send you service communications relating to the products or services we provide you via email (e.g. to inform you about changes to the product or service you requested from us, revisions of our terms and conditions or this Policy). As such service communications are necessary for the purposes of providing you with our products or services or complying without legal obligations, you will not be able to opt-out from receiving them.

Updates to this Policy

We reserve the right to update this Privacy Policy from time to time in order to reflect any changes to our products or services or to comply with changes in our legal and/or regulatory obligations. We will post the revised version on the Website, with an updated revision date. Where such changes to our Privacy Policy are substantial, we will also notify you by other means prior to the changes taking effect, such as by sending you an email notification. By continuing to use our website thirty days after such revisions are in effect, you will be deemed to accept and agree to the revisions and to abide by them.

Contact

If you have any question or would like to enquire about OneStream’s privacy practices, the use of your Personal Information, or about this Policy, please contact us at:

OneStream Networks LLC

Attn: Privacy Officer

Address: 500 Lee Rd., Suite 200, Rochester, NY 14606

Email: regulatory@onestreamnetworks.com

Phone: 1.585.563.1850

If you are not satisfied with our answer or the way we process your Personal Information pursuant to this Privacy Policy, you may also have the right to lodge a complaint with a data protection authority or a Court of competent jurisdiction. If you reside within the European Union, a list of national data

protection authorities can be found here: http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.