
KEYPLE INTELLIGENCE PLATFORM

Privacy Policy

Last updated: June 30, 2026

Introduction

Keyple, LLC and its affiliated and related entities (“**Keyple**,” “**we**,” “**our**,” or “**us**”) operate Keyple’s website located at www.keypletech.com (the “**Site**”) where you can access a cloud-based software platform for recruitment and human resources management, together with any related websites, applications, products, and services (the “**Services**”).

This Privacy Policy describes how we collect, use, disclose, store, and otherwise process personal information when you (“**you**” or “**your**”) visit the Site, create an account, access or use the Services, communicate with us, or otherwise interact with Keyple. “**You**” may refer to an individual visiting our Site, a business or organization that purchases or subscribes to the Services (“**Customer**”), a prospective customer, an individual authorized by a Customer to access or use the Services on the Customer’s behalf (“**User**”), a job candidate whose information is processed through the Services, or any other individual who interacts with us.

This Privacy Policy forms part of, and is incorporated into, our Terms of Service. By accessing or using the Site or Services, you acknowledge that you have read and understand this Privacy Policy. This Privacy Policy does not apply to third-party websites, applications, products, or services that may be linked from or integrated with the Services.

We are committed to protecting personal information and maintaining commercially reasonable privacy practices. Although certain privacy laws, including the California Consumer Privacy Act, may not currently apply to us based on our business operations, we have adopted many privacy practices consistent with applicable privacy laws.

Roles We Play

We act in our own capacity when we collect personal information for our own purposes. We act as a service provider when we process personal information on behalf of our Customers (“**Customer Data**”). Customer Data includes candidate, contact, job, and recruitment-related data that Customers submit to or process through the Services. “**Usage Data**” means operational data generated by Customer’s use of the Services (e.g., logs and performance metrics) that we use for analytics, security, and service improvement and that does not identify a Customer, User, or candidate.

Personal Information We Collect

- Identifiers: User name, email, phone, account ID, device identifiers.
- Commercial/transactional information: subscriptions, in-product activity.
- Internet or network activity: log data, device/browser information, pages viewed.

- Geolocation: approximate, based on IP address.
- Professional/employment information: job title, company, role.
- Inferences: drawn from the above, used to improve and personalize the Services.
- Sensitive information: only when provided by our Customers in connection with their recruiting/HR use of the Services (e.g., government IDs, SSNs, account credentials, or demographic data a Customer elects to collect for its own compliance purposes). We do not solicit sensitive information for our own purposes.

Sources of Personal Information

- You, when you create an account, communicate with us, or use the Services.
- Your organization, if your employer or engager is a Customer.
- Our Services and devices, through automatic collection (e.g., cookies, SDKs, logs). Integrated services and subprocessors used to operate the Services (e.g., payment, email/SMS, scheduling, and AI-assisted search providers).

How We Use Personal Information

The personal information we collect may be processed and/or used in the following ways for purposes of providing our Services:

- To create and manage your account, provide and secure the Services, communicate about your subscription or account, and comply with the law.
- To help Customers post jobs, manage candidates, and onboard new hires.
- To operate, maintain, secure, and improve the Services; for analytics and capacity planning; and to prevent, detect, and investigate misuse or fraud. Consistent with our Terms, we may use Usage Data to compile statistics and improve the Services; we will not publicly disclose Usage Data in a way that identifies you.
- To provide customer support and improve customer service.
- To prevent and detect fraud, ensure legal compliance, and support product development.

AI-Assisted Features

Certain features of the Services (for example, AI-assisted search) are powered by a third-party AI vendor, acting as our subprocessor under contractual confidentiality and data-use restrictions. Use of a subprocessor to power a feature is not a sale or sharing of personal information. These AI-assisted features are decision-support tools made available to our Customers; we do not use these tools to make final hiring, employment, or candidate-screening decisions, and our Customers retain sole responsibility for, and control over, any employment-related decisions they make using the Services.

Customer Data We Process as a Service Provider

When you upload or collect personal information through the Services (e.g., candidate information), you, as the Customer, controls that data as your own business. We process Customer Data solely under our agreement with you. As the Customer, you are solely responsible for providing any legally required notices and obtaining any legally required consents from

individuals whose personal information they submit to the Services, and as a Customer you agree (under the Terms of Service) to indemnify Keyple for your failure to do so.

If you are a candidate or other individual whose information was submitted by a Customer, you are the Customer's data subject, not Keyple's. Please direct privacy requests to the applicable Customer. We will support our Customers in responding to legitimate requests, consistent with our role as a service provider, but we are generally not able to act on such requests directly.

Who Your Personal Information Is Disclosed To

We may disclose your personal information to:

- Service providers/subprocessors who help us provide, secure, and support the Services (e.g., hosting, email, SMS/voice, scheduling, payments, analytics, and AI-assisted search).
- Affiliates and related entities
- Legal and safety recipients, where required to comply with law or to protect rights, safety, and the integrity of the Services, consistent with our Terms.
- Successors in a corporate transaction (e.g., merger, acquisition, or asset transfer), subject to this Policy's protections or a materially similar policy.

We do not sell personal information, and we do not share personal information for cross-context behavioral advertising.

Retention

We retain personal information only as long as reasonably necessary to provide the Services, comply with legal obligations, resolve disputes, enforce our agreements, and (for Customer Data) as directed by our customers. Relevant factors include the nature of the data, why it was collected, applicable legal or contractual requirements, and, where we control the data, your preferences. As general ranges: account and billing records are retained for the life of the account and a reasonable period after closure; security logs are retained for a limited rolling period; Customer Data is retained and deleted per the applicable customer's instructions and our order form/data processing terms with that customer.

Cookies and Analytics

We use cookies, SDKs, pixels, browser storage, analytics, session identifiers, and similar technologies to operate and secure the Services, analyze performance, and, where applicable, remember preferences. We do not respond to Do Not Track signals.

Your Privacy Choices

Although the CCPA does not currently apply to Keyple, we're happy to work with you. Subject to identity verification and reasonable business limits (for example, we cannot act on requests concerning Customer Data controlled by one of our Customers), you may contact us to:

- Ask what personal information we hold about you in our own records (not Customer Data);
- Ask us to correct inaccurate personal information in our own records;
- Ask us to delete personal information in our own records, subject to legal, contractual, and operational retention needs; or

- Ask a general question about our privacy practices.

We will respond within a reasonable time. This section describes a business practice, not a statutory right, and we may modify or discontinue it at any time; nothing here creates rights for third parties or expands our obligations beyond those imposed by applicable law.

Children's Privacy

Our Services are intended for business use and not for consumers under the age of 18. If we learn we have collected such information, we will delete it. We do not knowingly sell or share the personal information of anyone under 16.

Security and Breach Notification

We implement reasonable administrative, technical, and organizational safeguards designed to protect personal information from unauthorized access, use, disclosure, alteration, or destruction. Although we strive to protect personal information, no transmission over the internet or electronic storage system is completely secure. Accordingly, Keyple cannot guarantee absolute security and disclaims liability for unauthorized access except to the extent prohibited by law. In the event of a breach affecting your personal information, we will notify you (or, for Customer Data, the applicable Customer) as required by applicable law.

Data Accuracy

We rely on Customers and Users to provide accurate information and are not responsible for verifying the completeness, legality, or accuracy of Customer Data.

Emails

Users may opt out of marketing emails but cannot opt out of operational or security communications.

International Data Transfers

Services are intended primarily for users located within the United States. We may transfer, store, and process information in the United States and other jurisdictions where we or our service providers operate. We take steps designed to provide appropriate protections for such transfers consistent with applicable law.

Changes to This Policy

We may update this Policy from time to time. When we make changes, we will post the revised Privacy Policy on the Site and update the "Last Updated" date above. If we make material changes, we will provide any additional notice as described in our Terms of Service. Your continued use of the Services after an updated Privacy Policy becomes effective constitutes your acceptance of the revised Privacy Policy. Any changes to this Privacy Policy apply only to Personal Information collected on or after the effective date of the revised Privacy Policy.

Contact Us

For questions about this Policy, contact:

Keyple, LLC
Attn: Privacy Support
2307 Fenton Pkwy
San Diego, CA 92108
support@keyple.com

Use of the Services remains subject to the Terms of Service, including any applicable dispute resolution provisions. Nothing in this Privacy Policy creates contractual rights or obligations beyond those required by applicable law or expressly provided in the Terms of Service. If any provision of this Privacy Policy is determined to be unenforceable, the remaining provisions shall remain in full force and effect.