

What Personal Data Do We Receive?

Personal data is any information from or about an identified or identifiable person, including information that Xelle can associate with an individual person. We may collect, or process on behalf of our customers, the following categories of personal data when you use or interact with Xelle Products:

Account Information: Information associated with an account that licenses Xelle Products, which may include administrator name, contact information, account ID, billing information, and account plan information.

Profile and Participant Information: Information associated with the Xelle profile of a user who uses Xelle Products under a licensed account or that is provided by an unlicensed participant joining a meeting, which may include name, display name, picture, email address, phone number, job information, stated locale, user ID, or other information provided by the user or their account owner.

Contacts and Calendar Integrations: Contact information added by accounts or their users to create contact lists on Xelle Products, which may include contact information a user integrates from a third-party app. Users can also integrate their calendars from other services with their Xelle profile or account.

Settings: Information associated with the preferences and settings on a Xelle account or user profile, which may include audio and video settings, recording file location, screen sharing settings, and other settings and configuration information.

Registration Information: Information people provide when registering for a Xelle meeting, webinar or recording, which may include name and contact information, responses to registration questions, and other registration information requested by the host.

Device Information: Information about the computers, phones, and other devices people use when interacting with Xelle Products, which may include information about the speakers, microphone, camera, OS version, hard disk ID, PC name, MAC address, IP address (which may be used to infer general location at a city or country level), device attributes (like operating system version and battery level), WiFi information, and other device information (like Bluetooth signals).

Meeting, Webinar, and Messaging Content and Context: Content generated in meetings, webinars, or messages that are hosted on Xelle Products, which may include audio, video, in-meeting messages, chat messaging content, transcriptions, written feedback, responses to polls and Q&A, and files, as well as related context, such as invitation details, meeting or chat name, or meeting agenda. Content may contain your voice and image, depending on the account owner's settings, what you choose to share, your settings, and what you do on Xelle Products.

Product and Website Usage: Information about how people and their devices interact with Xelle Products, such as: when participants join and leave a meeting; whether participants sent messages and who they message with; performance data; mouse movements, clicks, keystrokes or actions (such as mute/unmute or video on/off), and other user inputs that help Xelle to understand feature usage, improve product design, and suggest features; which third-

party apps users add to a meeting or other Product and what information and actions the app is authorized to access and perform; use of third-party apps and the Xelle App Marketplace; features used (such as screen sharing, emojis, or filters); and other usage information and metrics. This also includes information about when and how people visit and interact with Xelle's websites, including what pages they accessed, their interaction with the website features, and whether or not they signed up for a Xelle Product.

Communications with Xelle: Information about your communications with Xelle, including relating to support questions, your account, and other inquiries.

Information from Partners: Xelle obtains information about account owners and their users from third-party companies, such as market data enrichment services, including information about an account owner's company size or industry, contact information, or activity of certain enterprise domains. Xelle may also obtain information from third-party advertising partners who deliver ads displayed on Xelle Products, such as whether you clicked on an ad they showed you.