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PRIVACY POLICY

LAST UPDATED **FEBRUARY 27, 2026**

This Privacy Notice for Lyriem ("we," "us," or "our") describes how and why we might access, collect, store, use, and/or share ("process") your personal information when you use our Services ("Services"), including when you:

- Visit our website at <https://www.lyriem.com> or any website of ours that links to this Privacy Notice
- Use our freelancer marketplace connecting clients and independent contractors — handling job postings, contracts, milestone payments via Stripe, reviews, and anonymized transaction data for enterprise workforce analytics
- Engage with us in other related ways, including any marketing or events

Questions or concerns? Reading this Privacy Notice will help you understand your privacy rights and choices. We are responsible for making decisions about how your personal information is processed. If you do not agree with our policies and practices, please do not use our Services. If you still have any questions or concerns, please contact us at austin.riggs@lyriem.com.

This summary provides key points from our Privacy Notice, but you can find out more details about any of these topics by using our table of contents to find the section you are looking for.

What personal information do we process?

When you visit, use, or navigate our Services, we may process personal information depending on how you interact with us, the choices you make, and the products and features you use.

Do we process any sensitive personal information?

Some of the information may be considered "special" or "sensitive" in certain jurisdictions. We may process sensitive personal information when necessary with your consent or as otherwise permitted by applicable law.

Do we collect any information from third parties?

We do not collect any information from third parties.

How do we process your information?

We process your information to provide, improve, and administer our Services, communicate with you, for security and fraud prevention, and to comply with law. We may also process your information for other purposes with your consent.

In what situations and with which parties do we share personal information?

We may share information in specific situations and with specific categories of third parties.

How do we keep your information safe?

We have adequate organizational and technical processes and procedures in place to protect your personal information. However, no electronic transmission over the internet can be guaranteed to be 100% secure.

WHAT INFORMATION DO WE COLLECT?

6.02

What are your rights?

Depending on where you are located geographically, the applicable privacy law may mean you have certain rights regarding your personal information.

How do you exercise your rights?

The easiest way to exercise your rights is by submitting a data subject access request, or by contacting us. We will consider and act upon any request in accordance with applicable data protection laws.

Personal information you disclose to us

In Short: We collect personal information that you provide to us. We collect personal information that you voluntarily provide to us when you register on the Services, express an interest in obtaining information about us or our products and Services, when you participate in activities on the Services, or otherwise when you contact us. Personal Information Provided by You. The personal information that we collect depends on the context of your interactions with us and the Services, the choices you make, and the products and features you use. The personal information we collect may include the following:

- Names
- Phone numbers
- Email addresses
- Mailing addresses
- Job titles
- Usernames
- Passwords
- Contact or authentication data
- Billing addresses
- Debit/credit card numbers
- Social security number
- PII data

Sensitive Information. When necessary, with your consent or as otherwise permitted by applicable law, we process the following categories of sensitive information:

- Financial data
- Social security numbers or other government identifiers

Payment Data.

We may collect data necessary to process your payment if you choose to make purchases, such as your payment instrument number and the security code associated with your payment instrument. All payment data is handled and stored by Stripe. You may find their privacy notice at <https://stripe.com/privacy>.

Social Media Login Data.

We may provide you with the option to register with us using your existing social media account details, like your Facebook, X, or other social media account. If you choose to register in this way, we will collect certain profile information about you from the social media provider, as described in Section 5 below. All personal information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such personal information.

Information automatically collected

In Short: Some information — such as your Internet Protocol (IP) address and/or browser and device characteristics — is collected automatically when you visit our Services. We automatically collect certain information when you visit, use, or navigate the Services. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Services, and other technical information. This information is primarily needed to maintain the security and operation of our Services, and for our internal analytics and reporting purposes.

WHEN AND WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

6.03

In Short: We may share information in specific situations described in this section and/or with the following categories of third parties.

Vendors, Consultants, and Other Third-Party Service Providers.

We may share your data with third-party vendors, service providers, contractors, or agents ("third parties") who perform services for us or on our behalf and require access to such information to do that work. The categories of third parties we may share personal information with are as follows:

- AI Platforms
- Cloud Computing Services
- Data Analytics Services
- Data Storage Service Providers
- Government Entities
- Sales & Marketing Tools
- Performance Monitoring Tools
- Finance & Accounting Tools

Business Transfers. We may share or transfer your information 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.

DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

6.04

In Short: We may use cookies and other tracking technologies to collect and store your information. We may use cookies and similar tracking technologies (like web beacons and pixels) to gather information when you interact with our Services. Some online tracking technologies help us maintain the security of our Services and your account, prevent crashes, fix bugs, save your preferences, and assist with basic site functions. We also permit third parties and service providers to use online tracking technologies on our Services for analytics and advertising, including to help manage and display advertisements, to tailor advertisements to your interests, or to send abandoned shopping cart reminders. To the extent these online tracking technologies are deemed to be a "sale"/"sharing" under applicable US state laws, you can opt out of these online tracking technologies by submitting a request as described in Section 11. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Notice.

HOW DO WE HANDLE YOUR SOCIAL LOGINS?

6.05

In Short: If you choose to register or log in to our Services using a social media account, we may have access to certain information about you. Our Services offer you the ability to register and log in using your third-party social media account details (like your Facebook or X logins). Where you choose to do this, we will receive certain profile information about you from your social media provider. The profile information we receive may vary depending on the social media provider concerned, but will often include your name, email address, friends list, and profile picture, as well as other information you choose to make public on such a social media platform. We will use the information we receive only for the purposes that are described in this Privacy Notice or that are otherwise made clear to you on the relevant Services. Please note that we do not control, and are not responsible for, other uses of your personal information by your third-party social media provider. We recommend that you review their privacy notice to understand how they collect, use, and share your personal information.

HOW DO WE HANDLE YOUR SOCIAL LOGINS?

6.06

In Short: We keep your information for as long as necessary to fulfill the purposes outlined in this Privacy Notice unless otherwise required by law. We will only keep your personal information for as long as it is necessary for the purposes set out in this Privacy Notice, unless a longer retention period is required or permitted by law (such as tax, accounting, or other legal requirements). No purpose in this notice will require us keeping your personal information for longer than the period of time in which users have an account with us. When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize such information, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

HOW DO WE KEEP YOUR INFORMATION SAFE?

6.07

In Short: We aim to protect your personal information through a system of organizational and technical security measures. We have implemented appropriate and reasonable technical and organizational security measures designed to protect the security of any personal information we process. However, despite our safeguards and efforts to secure your information, no electronic transmission over the Internet or information storage technology can be guaranteed to be 100% secure, so we cannot promise or guarantee that hackers, cybercriminals, or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal, or modify your information. Although we will do our best to protect your personal information, transmission of personal information to and from our Services is at your own risk. You should only access the Services within a secure environment.

DO WE COLLECT INFORMATION FROM MINORS?

6.08

In Short: We do not knowingly collect data from or market to children under 18 years of age. We do not knowingly collect, solicit data from, or market to children under 18 years of age, nor do we knowingly sell such personal information. By using the Services, you represent that you are at least 18 or that you are the parent or guardian of such a minor and consent to such minor dependent's use of the Services. If we learn that personal information from users less than 18 years of age has been collected, we will deactivate the account and take reasonable measures to promptly delete such data from our records. If you become aware of any data we may have collected from children under age 18, please contact us at austin.riggs@lyriem.com.

WHAT ARE YOUR PRIVACY RIGHTS?

6.09

In Short: You may review, change, or terminate your account at any time, depending on your country, province, or state of residence.

Withdrawing your consent:

If we are relying on your consent to process your personal information, you have the right to withdraw your consent at any time. You can withdraw your consent at any time by contacting us using the contact details provided in Section 13. However, please note that this will not affect the lawfulness of the processing before its withdrawal nor, when applicable law allows, will it affect the processing of your personal information conducted in reliance on lawful processing grounds other than consent.

Opting out of marketing and promotional communications:

You can unsubscribe from our marketing and promotional communications at any time by clicking on the unsubscribe link in the emails that we send, replying "STOP" or "UNSUBSCRIBE" to the SMS messages that we send, or by contacting us using the details provided in Section 13. You will then be removed from the marketing lists. However, we may still communicate with you for service-related purposes.

Account Information

If you would at any time like to review or change the information in your account or terminate your account, you can:

- Log in to your account settings and update your user account.
- Contact us using the contact information provided.

Upon your request to terminate your account, we will deactivate or delete your account and information from our active databases. However, we may retain some information in our files to prevent fraud, troubleshoot problems, assist with any investigations, enforce our legal terms and/or comply with applicable legal requirements.

Cookies and similar technologies:

Most web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove or reject cookies, this could affect certain features or services of our Services. If you have questions or comments about your privacy rights, you may email us at austin.riggs@lyriem.com.

CONTROLS FOR DO-NOT-TRACK FEATURES

6.10

Most web browsers and some mobile operating systems and mobile applications include a Do-Not-Track ("DNT") feature or setting you can activate to signal your privacy preference not to have data about your online browsing activities monitored and collected. At this stage, no uniform technology standard for recognizing and implementing DNT signals has been finalized. As such, we do not currently respond to DNT browser signals or any other mechanism that automatically communicates your choice not to be tracked online. If a standard for online tracking is adopted that we must follow in the future, we will inform you about that practice in a revised version of this Privacy Notice. California law requires us to let you know how we respond to web browser DNT signals. Because there currently is not an industry or legal standard for recognizing or honoring DNT signals, we do not respond to them at this time.

DO UNITED STATES RESIDENTS HAVE SPECIFIC PRIVACY RIGHTS?

6.11

In Short: If you are a resident of California, Colorado, Connecticut, Delaware, Florida, Indiana, Iowa, Kentucky, Maryland, Minnesota, Montana, Nebraska, New Hampshire, New Jersey, Oregon, Rhode Island, Tennessee, Texas, Utah, or Virginia, you may have the right to request access to and receive details about the personal information we maintain about you and how we have processed it, correct inaccuracies, get a copy of, or delete your personal information.

Categories of Personal Information We Collect

The table below shows the categories of personal information we have collected in the past twelve (12) months.

CATEGORY	EXAMPLES	COLLECTED
Identifiers	Contact details, such as real name, alias, postal address, telephone or mobile contact number, unique personal identifier, online identifier, IP address, email address, and account name	NO
Personal information [CA Customer Records]	Name, contact information, education, employment, employment history, and financial information	YES
Protected classification characteristics	Gender, age, date of birth, race and ethnicity, national origin, marital status, and other demographic data	NO
Commercial information	Transaction information, purchase history, financial details, and payment information	NO
Biometric Information	Fingerprints and voiceprints	NO
Internet or similar network activity	Browsing history, search history, online behavior, interest data, and interactions with websites, applications, and advertisements	NO
Geolocation data	Device location	NO
Audio, electronic sensory, or similar information	Images and audio, video or call recordings created in connection with our business activities	NO
Professional or employment-related information	Business contact details, job title, work history, and professional qualifications	YES
Education Information	Student records and directory information	YES
Inferences drawn from collected personal information	Inferences drawn from collected personal information to create a profile or summary, for example, an individual's preferences and characteristics	NO
Sensitive personal information	Account login information, contents of email or text messages, debit or credit card numbers, drivers' licenses, financial information, racial or ethnic origin, social security numbers and state ID card numbers	YES

We only collect sensitive personal information, as defined by applicable privacy laws or the purposes allowed by law or with your consent. We do not collect or process sensitive personal information for the purpose of inferring characteristics about you.

We will use and retain the collected personal information as needed to provide the Services or for:

- Category B — As long as the user has an account with us
- Category I — As long as the user has an account with us
- Category J — As long as the user has an account with us
- Category L — As long as the user has an account with us

Sources of Personal Information

Learn more about the sources of personal information we collect in Section 1, "What Information Do We Collect?"

How We Use and Share Personal Information

Learn more about how we use your personal information in Section 2, "How Do We Process Your Information?"

Will your information be shared with anyone else?

We may disclose your personal information with our service providers pursuant to a written contract between us and each service provider. We may use your personal information for our own business purposes, such as for undertaking internal research for technological development and demonstration. This is not considered to be "selling" of your personal information. We have disclosed the following categories of personal information to third parties for a business or commercial purpose in the preceding twelve (12) months:

- Category B. Personal information as defined in the California Customer Records law
We have sold or shared the following categories of personal information to third parties in the preceding twelve (12) months:
- Category B. Personal information as defined in the California Customer Records law
Your Rights You have rights under certain US state data protection laws. However, these rights are not absolute, and in certain cases, we may decline your request as permitted by law. These rights include:
 - Right to know whether or not we are processing your personal data
 - Right to access your personal data
 - Right to correct inaccuracies in your personal data
 - Right to request the deletion of your personal data
 - Right to obtain a copy of the personal data you previously shared with us
 - Right to non-discrimination for exercising your rights
 - Right to opt out of the processing of your personal data if it is used for targeted advertising, the sale of personal data, or profiling

Depending upon the state where you live, you may also have the following rights:

- Right to access the categories of personal data being processed (Minnesota)
- Right to obtain a list of the categories of third parties to which we have disclosed personal data (California, Delaware, Maryland)
- Right to obtain a list of specific third parties to which we have disclosed personal data (Minnesota, Oregon)
- Right to obtain a list of third parties to which we have sold personal data (Connecticut)
- Right to review, understand, question, and correct how personal data has been profiled (Connecticut, Minnesota)
- Right to limit use and disclosure of sensitive personal data (California)
- Right to opt out of the collection of sensitive data and personal data collected through voice or facial recognition features (Florida)

How to Exercise Your Rights

To exercise these rights, you can contact us by submitting a data subject access request, by emailing us at austin.riggs@lyriem.com, or by referring to the contact details at the bottom of this document. You can opt out from the selling of your personal information, targeted advertising, or profiling by disabling cookies in Cookie Preference Settings. Under certain US state data protection laws, you can designate an authorized agent to make a request on your behalf. We may deny a request from an authorized agent that does not submit proof that they have been validly authorized to act on your behalf in accordance with applicable laws.

Request Verification

Upon receiving your request, we will need to verify your identity to determine you are the same person about whom we have the information in our system. We will only use personal information provided in your request to verify your identity or authority to make the request. If we cannot verify your identity from the information already maintained by us, we may request additional information for the purposes of verifying your identity and for security or fraud-prevention purposes.

Appeals

Under certain US state data protection laws, if we decline to take action regarding your request, you may appeal our decision by emailing us at austin.riggs@lyriem.com. We will inform you in writing of any action taken or not taken in response to the appeal, including a written explanation of the reasons for the decisions. If your appeal is denied, you may submit a complaint to your state attorney general. California "Shine The Light" Law California Civil Code Section 1798.83, also known as the "Shine The Light" law, permits our users who are California residents to request and obtain from us, once a year and free of charge, information about categories of personal information (if any) we disclosed to third parties for direct marketing purposes and the names and addresses of all third parties with which we shared personal information in the immediately preceding calendar year. If you are a California resident and would like to make such a request, please submit your request in writing to us using the contact details provided in Section 13.

DO WE MAKE
UPDATES TO THIS
NOTICE?

6.12

In Short: Yes, we will update this notice as necessary to stay compliant with relevant laws. We may update this Privacy Notice from time to time. The updated version will be indicated by an updated "Revised" date at the top of this Privacy Notice. If we make material changes to this Privacy Notice, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this Privacy Notice frequently to be informed of how we are protecting your information.

HOW CAN YOU
REVIEW, UPDATE
OR DELETE THE
DATA WE COLLECT
FROM YOU?

6.13

Based on the applicable laws of your country or state of residence in the US, you may have the right to request access to the personal information we collect from you, details about how we have processed it, correct inaccuracies, or delete your personal information. You may also have the right to withdraw your consent to our processing of your personal information. These rights may be limited in some circumstances by applicable law. To request to review, update, or delete your personal information, please fill out and submit a data subject access request.

CONTACT US

6.14

If you have questions or comments about this notice, you may email us at austin.riggs@lyriem.com

WWW.LYRIEM.COM