

Privacy Policy

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1. Responsible Entity

Crewting GmbH, located at Proviantbachstraße 11/5, 86153 Augsburg, provides the "Coffee-Break" app for Slack for registered users.

Who collects the data?

CREWTING collects data provided by registered users (organizations) during the use of the app and its functions.

How are the data processed?

Data is processed by CREWTING to provide the services and functions of the app that can be used by users. This includes processing personal data.

What exactly is done with the data?

The data are used to offer the functions of the app, including providing:

- Crewting Coffee-Break Meet
- Bringing users together

How long data are stored/When data are deleted?

Data at Crewting are stored as long as the user actively uses the platform. Users can decide which data are collected and have control over their account and content. When a user deletes their account, their data are deleted or anonymized in accordance with the privacy policy. This ensures compliance with privacy policies and protects the privacy of

users. Cookies and analysis information are stored in accordance with privacy policies and user settings. Our privacy practices are aimed at ensuring the security and privacy of users and organizations.

Who gets access to data and to what extent?

At Crewting, every user has full control over their own data. Administrators cannot access the personal data of users. Crewting's privacy policies ensure that personal data are protected and used only in accordance with the privacy provisions.

2. Necessity of Data Processing

Data processing at Crewting is necessary to connect hybrid teams. This serves the purpose of the product and improves the working environment. Data processing is carried out in accordance with GDPR and supports communication and interaction among employees. It is essential for creating a communal onboarding process and a strong sense of community within the company. Data processing at Crewting is necessary to make the organization more efficient and motivated.

3. Data Processed with the Product

-During the installation of the Crewting app for Slack, the following data are collected:

- Name of the organization

-For user registration, the following information is requested:

- First name
- Last name
- Profile picture

-For the operation of the platform, the following information is processed:

- IP address
- User-Agent
- Organizational affiliation
- History of interactions

4. Purpose-specific Use

Data processing at Crewting is carried out exclusively for the following clearly defined purposes:

- Connecting hybrid teams to improve collaboration.
- Supporting a communal onboarding process for new employees.
- Enhancing employee engagement and creating a more productive work environment.
- Promoting cultural life in hybrid work environments.
- Increasing the sense of belonging within the company.
- Efficient interaction of employees through various platform functions to minimize isolation in home offices.
- Improving communication and information exchange between different departments and teams.

These purposes are precisely defined to ensure that data processing complies with legal requirements and meets the needs of users and the organization.

5. Product Features

Coffee-Breaks: An algorithmic calculation connects users based either on their interests stated during profile creation or on a random basis and autonomously invites them to video meetings.

How does Crewting process the results of the evaluation by the algorithm?

- Purpose limitation: The results of the algorithm are collected exclusively for the intended purpose of the meeting within the Coffee-Break.
- Data storage: The results of the algorithm are stored for up to four weeks. Afterwards, they are automatically and irretrievably deleted.
- No profiling: We do not create permanent profiles based on the results of the algorithm. The results are only used for the temporary purpose of being able to hold a Coffee-Break.
- Deletion period: To ensure an optimal matching experience for our users and to ensure that no repetitions occur in the results within a period of four weeks, we store the relevant results for this period. After the four weeks, these data are

automatically and finally deleted. This practice is in line with our privacy policies and our commitment to handling your data securely and responsibly.

6. Settings within Product Administration

Crewting stands out for its high degree of customizability, allowing it to be perfectly tailored to the specific needs and desires of a company. Our platform offers extensive configuration options, enabling adjustments to usage according to company policies and goals. For instance, features like the automatic matching for Coffee-Breaks can be deactivated or not configured at all if undesired.

Privacy and anonymity are of utmost importance to us, and we take all necessary steps to ensure that our users' data are protected and anonymized accordingly.

To facilitate these adjustments effectively and ensure that Crewting is perfectly aligned with company requirements, we recommend onboarding support through our Crewting support team. Our experts are available to guide companies through the configuration process, provide recommendations, and ensure that the platform can be fully utilized to achieve desired outcomes.

Close collaboration with our support team enables companies to turn Crewting into a powerful resource for connecting employees, exchanging information, and enhancing the workplace atmosphere, all while meeting data protection requirements.

7. Data Transfer to Third Parties

-Amazon Web Services EMEA SARL

- Corporate headquarters: 5 rue Plaetis, L-2338 Luxembourg
 - Usage:
 - Hosting of the Crewting application
 - Storage and processing of data
- Processing locations: Frankfurt for data processing (according to GDPR); Ireland for email service (according to GDPR)
- ISO 27001 certified
- Data processing agreement concluded: Yes

-Daily.co

- Corporate headquarters: Daily Co., 548 Market St, Suite 39113, San Francisco, CA 94104, United States
- Usage:
 - Video conferencing solution for Coffee-Breaks
- Processing server standard: AWS Frankfurt am Main