

# Dunbar LLC Privacy Policy

Last Updated: March 1, 2022

## 1. WHO WE ARE & WHAT THIS IS

The Dunbar website and proprietary software platform that facilitates the planning of events (the “Service”) is owned and operated by Dunbar LLC (“Dunbar”). The Service is offered through <https://dnbr.to> (the “Site”). This Privacy Policy describes:

- Why we collect personal information
- What personal information we collect and when it is collected
- How your information is used and protected
- When and with whom your information is shared
- Your choices regarding your personal information

We interact with three categories of people, Event Planners, Pro Event Planners, and Site Visitors, collectively referred to as User, Users, or you. These people are further defined as:

- Event Planners are those individuals who use the Service and own an Event Plan anonymously;
- Pro Event Planners are those individuals who are paid subscribers of the Service or are otherwise identifiable by the Company;
- Site Visitors are those individuals whose interactions are limited to browsing the Site.

We encourage you to read this Privacy Policy and our Terms of Use carefully. Capitalized terms used but not defined in this Privacy Policy have the meaning given them in the Terms of Use. We will post notices of all changes that materially affect the way in which your personally identifiable information may be used or shared in updates to our Privacy Policy.

This policy does not apply to those third-party advertising systems, networks or websites that Dunbar has a relationship with or of other companies or individuals that Dunbar does not own, employ, manage or control.

If you have any questions about this Privacy Policy, please contact us at:

**Email address:** [privacy @ dnbr.to](mailto:privacy@dnbr.to)

**Postal address:** 1425 Broadway #559  
Seattle, WA 98122

## 2. INFORMATION WE COLLECT

We get information about you in a range of ways.

**Information You Give Us.** Information we collect from you may include:

- Feedback and correspondence, such as information you provide in your responses to surveys, when you participate in market research activities, report a problem with Service, receive customer support or otherwise correspond with us;
- Financial information, such as your zip code and the last four digits of your credit card;
- Transaction information, such details about purchases you make through the Service and billing details;
- Usage information, such as information about how you use the Service and interact with us;
- Marketing information, such as your preferences for receiving marketing communications and details about how you engage with them;

**Information We Get From Others.** We may get information about you from other third-party sources and we may add this to information we get from your use of the Services. Such information may include:

- **Registration using Single Sign-On Account:** To use the Service, you must register using a single sign-on account (“SSO”). With an SSO, you can sign up for various different services and platforms with a single account. Our Site offers you the opportunity to use the SSO services offered by Google, LLC, Amphitheatre Parkway, Mountain View, CA 94043, USA (“Google”). Google’s [Privacy Policy and Terms of Use](https://policies.google.com/privacy) (<https://policies.google.com/privacy>) apply to the registration and use of the Google SSO service. Please note that the registration for and the use of SSO services are subject to the Google privacy policy and terms of use, which are beyond our control. Through use of the Google SSO service, we receive access to your email address and information you have posted on your profile, such as your profile photo, Google Calendar, Google Sheets, and other Google workspaces. We may offer additional SSOs in the future and will update this Privacy Policy accordingly.
- **Payment using Third Party Payment Platform:** To pay the fees associated with the Service, payment is processed using a Third Party Payment Platform. By using a Third Party Payment Platform, we never receive your complete financial information, such as your complete credit card number. Our Site currently uses Venmo to process payments and the processing of your payment is subject to Venmo’s [Privacy Policy](https://venmo.com/legal/us-privacy-policy/) (<https://venmo.com/legal/us-privacy-policy/>) and [User Agreement](https://venmo.com/legal/us-user-agreement/) (<https://venmo.com/legal/us-user-agreement/>).

**Information Automatically Collected.** We may automatically record certain information about how you use our Sites. This may include information such as a User’s Internet Protocol (IP) address, device and browser type, operating system, the pages or features of our Sites to which a User browsed and the time spent on those pages or features, the frequency with which the Sites

are used by a User, search terms, the links on our Sites that a User clicked on or used, and other statistics. We use this information to administer the Service and we analyze (and may engage third parties to analyze) this information to improve and enhance the Service by expanding its features and functionality and tailoring it to our Users' needs and preferences.

We may use cookies, local storage or similar technologies to analyze trends, administer the Sites, track Users' movements around the Sites, and to gather demographic information about our User base as a whole. Users can control the use of cookies and local storage at the individual browser level.

We also may use Google Analytics to help us offer you an optimized User experience. You can find more information about Google Analytics' use of your personal data here: <https://www.google.com/analytics/terms/us.html>.

### **3. HOW WE USE AND SHARE THE INFORMATION WE COLLECT**

#### **Use**

We use the information we collect for things like:

- Establishing and managing your account and providing the Service
- Conducting research and analysis
- Identifying you on our platform and communicating with you
- Operating, evaluating and improving our business model

#### **Share**

We will not share your personal information or User data or images except to perform the Services as described herein or unless you authorize us to. We may provide aggregate usage and demographic reports and information to service partners to help them understand our audience and target their communications accordingly, but not in a way that could identify our Users personally.

In the normal course of business Dunbar may share your information with individuals (such as employees, contractors and lawyers) and companies (such as consultants and providers such as a mail delivery or a push notification delivery service) to perform tasks on our behalf and may need to share certain information, including images that could be used to identify individuals personally, with them in order to provide improved products or services to our Users. However, our agents do not have any right to use the information we share with them beyond what is necessary to assist us in providing the service to you as described in this Privacy Policy.

Sometimes we may be required to share your information in response to a regulation, court order or subpoena. We may also share information when we believe it's necessary to comply with the law or to respond to a government request or when we believe disclosure is necessary or

appropriate to protect the rights, property or safety of Dunbar, our customers, or others; to prevent harm or loss; or in connection with an investigation of suspected or actual unlawful activity.

We may also share your information in the event of a corporate sale, merger, acquisition, dissolution or similar event.

#### **4. HOW WE STORE AND PROTECT THE INFORMATION WE COLLECT**

Dunbar uses reasonable security measures to store and protect the information under our control and appropriately limit access to it. However, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk.

We use a variety of information security measures to protect your online transactions with us. The Service uses encryption technology, such as Secure Sockets Layer (SSL), to protect your sensitive personal information during data transport.

We want you to feel confident using the Services. However, no system can be completely secure. Therefore, although we take steps to secure your information, we do not promise, and you should not expect, that your personally identifiable information, usage data or other communications will always remain secure. We will notify you by email if we have reason to believe that your personal information has been compromised due to a security breach or used in an unauthorized manner, but by using this Service, in accordance with the Terms of Use you agree to release us from any and all claims arising out of unauthorized use of your information.

#### **5. YOUR CHOICES REGARDING THE INFORMATION WE COLLECT**

You may choose to:

- Update and correct your personal information
- Object to the processing of your personal information
- Request to have your personal information or usage data deleted or restricted from our Service
- Request for portability of your personal information
- Cancel your account

To do any of these, simply notify us of this decision by one of these methods:

- Follow the unsubscribe link in any marketing email or following the directions included in any other promotional material received from Dunbar
- Send an email to us at [privacy@dnbr.to](mailto:privacy@dnbr.to)

#### **Data Retention**

We will retain your profile information and usage data for as long as your account is active or as needed to provide you services, comply with our legal obligations, resolve disputes, and enforce

our agreements. If you close your account, we may still retain certain information associated with your account for analytical purposes and recordkeeping integrity, as well as to prevent fraud, collect any fees owed, enforce our terms and conditions, take actions we deem necessary to protect the integrity of our web site or our Users, or take other actions otherwise permitted by law. Deactivating your account does not automatically delete your account or usage data from our database, but regardless of any retention policy we will make reasonable efforts to enable you to delete your profile and personally identifiable information from our database upon request.

## **Google Analytics**

You may exercise choices regarding the use of cookies from Google Analytics by going to <https://tools.google.com/dlpage/gaoptout> and downloading the Google Analytics Opt-out Browser Add-on.

## **6. THIRD PARTY SERVICES AND LINKS TO OTHER WEBSITES**

Our website may contain links to other websites including those of our service partners and other service providers, many of which have their own privacy policies. Be sure to review the privacy policy on any site you are visiting, whether directly or through the Service.

Additionally, we may integrate third party services in to our Service in order to personalize your experience. This policy only covers the use of cookies by Dunbar. Cookies placed by third party services are governed by the third party terms and privacy policies applicable to those services (which we encourage you to read).

## **7. NOTICE TO CALIFORNIA RESIDENTS**

This Privacy Notice for California Residents supplements the information contained in this Privacy Policy and applies solely to all visitors, users, and others who reside in the State of California. We adopt this notice to comply with the California Consumer Privacy Act of 2018 (the “CCPA”) and any terms defined in the CCPA have the same meaning when used in this Notice.

For more details about the personal information we collect from you, please see the “What We Collect” section above. We collect this information for the business and commercial purposes described in the “Information We Collect” section above. We share this information with the categories of third parties described in the “Share” section above. Dunbar does not sell (as such term is defined in the CCPA) the personal information we collect (and will not sell it without providing a right to opt out).

Subject to certain limitations, the CCPA provides California consumers the right to request to know more details about the categories or specific pieces of personal information we collect (including how we use and disclose this information), to delete their personal information, to opt out of any “sales” that may be occurring, and to not be discriminated against for exercising these

rights. Please see the “Your Choices” section above or contact us at [privacy@dnbr.to](mailto:privacy@dnbr.to) for more information about these rights or to exercise these rights.

### **Non-Discrimination**

We will not discriminate against you for exercising any of your CCPA rights. Unless permitted by the CCPA, we will not:

- Deny you goods or services.
- Charge you different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.
- Provide you a different level or quality of goods or services.
- Suggest that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

### **Other California Privacy Rights**

California's "Shine the Light" law (Civil Code Section § 1798.83) permits users of our Website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to [privacy@dnbr.to](mailto:privacy@dnbr.to).

## **8. ADDITIONAL INFORMATION**

### **Children's privacy**

We restrict use of the Service to individuals age 16 and above, and do not knowingly seek or collect personal information from anyone under the age of 16.

### **Using the Services from outside the United States**

This Privacy Policy is intended to cover collection of information from residents of the United States and is not intended for Users located outside the United States. If you are accessing the Service from outside the United States, please be aware that your information may be transferred to, stored, and processed in the United States where our servers are located and our central database is operated. The data protection and other laws of the United States and other countries might not be as comprehensive as those in your country. By using the Service, you understand that your information may be transferred to our facilities and those third parties with whom we share it as described in this Privacy Policy.

### **Changes to this Privacy Policy**

Please note that this Privacy Policy may change from time to time. We will post any Privacy Policy changes on this page and, if the changes are significant or involve changes to the way we use personal information, we will notify you by delivering an announcement via our Service or your account email. If you opt out of communications from Dunbar, you may not receive these notifications, however they will still govern your use of the Service, and you are responsible for proactively checking for any changes. If you continue to use the Service after changes have been posted, you agree to abide by and be bound by the modified privacy policy. Each version of this Privacy Policy will be identified by its effective date found at the bottom of this page.

If you have any questions about this privacy policy or our privacy practices, please contact us at:

**Email address:** [privacy @ dnbr.to](mailto:privacy@dnbr.to)

**Postal address:** 1425 Broadway #559  
Seattle, WA 98122