

## Privacy Policy

Last Updated: October 2024

Reva Solutions take your privacy seriously and will only use the information you provide to provide you a SERVICE. In addition, we may have a need to contact you regarding services you inquired about or to update you on any new services

### Our Privacy Principles

Reva Solutions respects the following principles when collecting, using, disclosing and protecting your personal information.

- **Identifying Purposes and Obtaining Your Consent.** We identify the purposes for collecting personal information at or before the time it is collected. We obtain your consent before collecting, using or disclosing personal information, except where it is permitted or required by law.
- **Limiting the Collection. Use and Disclosure of Your Information.** We limit the personal information we collect to what is necessary for the purposes we have identified. We collect information only by fair and lawful means. We do not use or disclose personal information for purposes other than those for which it was collected, except with your consent, or where permitted or required by law. We retain personal information only as long as necessary for these purposes.
- **Protecting Your Information.** We safeguard the privacy of personal information through security measures appropriate to the sensitivity of the information.
- **Addressing Your Concerns.** We are responsible for personal information under our control. There are designated individuals within Reva solutions who are accountable for compliance with these privacy principles. We have steps you can follow if you have questions or concerns about your privacy.

### Identifying Purposes and Obtaining Your Consent

We collect, use and disclose personal information about you throughout our relationship so we can:

- establish your identity
- provide ongoing service and functionality with respect to our products
- register you or your company for our service

If we need your information for any other purpose, we will identify that purpose at the time that we collect the information. We obtain most of your personal information directly from you as a result of your registering for our products.

There are many ways we may obtain your consent. We may obtain your express consent in writing, through electronic means, or verbally. Alternatively, your consent may be implied through an action you've taken, such as completing a form and thereby providing us with information. When you engage in certain activities on this site, you may be asked to provide certain information about yourself by filling out and submitting an online form. It is completely optional for you to engage in these activities. If you elect to engage in these activities, however, you may be required to provide personal information, such as your name, mailing address, e-mail address, and other personal identifying information.

When you submit personal information, you understand and agree that Reva Solutions may transfer, store, and process your information in any of the countries in which Reva solutions maintain offices, including without limitation, Canada and United States.

We collect this information in order to record and woe your participation in the activities

Examples of express consent include where you may sign an application that states "I agree to ...", or you may be asked to electronically acknowledge that you will be bound by legal terms or agree to certain statements. Clicking "I Agree" is your electronic consent.

Example of implied consent include situations such as where you are using one of our services and we inform you of revised Terms relating to that service, we can conclude that you agree to those conditions if you choose to continue using the service.

Reva Solutions will not disclose your information to third parties except to payment providers that you choose or companies, such as your employer, that you may choose to have your account consolidated with. You will not receive any advertising or other direct or indirect marketing from Reva Solutions.

To withdraw or change your consent, please contact Reva Solutions Customer Support Centre at the address set out below.

### **Limiting the Collection, Use and Disclosure of Your Information**

We limit the personal information we collect. While we collect various types of personal information from you, we limit the information to what is necessary for the purposes we have identified.

We do not use or disclose personal information for purposes other than those for which it was collected, except with your consent, or as described below. We retain personal information only as necessary for these purposes.

There are exceptions where we may collect, use or disclose information without consent:

1. If we use an outside supplier to do work for us. At times we may use outside suppliers to do work for us involving some of your information. We select suppliers carefully and insist they have privacy and security standards that meet Reva's strict requirements. We may share your information with these operators on a confidential basis to process transactions, provide customer service, promote the service and for other reasonable purposes. See also "Third Parties Who Might Collect Your Personal Information" below.

We may share certain specific information for business transactions. From time to time, we may

sell parts of our business, or merge or amalgamate parts of our business with other parties. Since client and account information will normally be a part of the transaction, we may disclose this information to other parties in the transaction, as part of due diligence and on completion of the transaction. We require that the other parties keep this information confidential and Limit its use to the purposes of the transaction.

Reva, its' outside suppliers and other third parties to whom we disclose information under this policy (such as credit bureaus) may perform activities outside of Canada and USA. As a result, your information may be securely used, stored or accessed in other countries and may be subject to the laws of those countries. For example, information may be disclosed in response to valid demands or requests from government authorities, courts, or law enforcement in these countries.

The length of time we keep your information will vary depending on the product or service and the nature of the personal information. We have retention standards that meet customer service, legal and regulatory needs. For these reasons, we may keep your information beyond the end of your relationship with us.

When your information is no longer required, we will securely destroy it or delete the personally identifiable portions of it.

### **Third Parties Who Might Collect or Be Given Your Personal Information**

Reva does not permit third parties to have access to our products or to collect your information.

REVA DOES NOT CONTROL THE INFORMATION COLLECTED BY THIRD PARTIES AND YOUR PRIVACY RIGHTS ARE GOVERNED BY THEIR RESPECTIVE PRIVACY POLICIES.

REVA DOES NOT HAVE ACCESS TO OR CONTROL OVER YOUR MOST SENSITIVE PERSONAL INFORMATION, SUCH AS THE INFORMATION REQUIRED TO COMPLETE A CREDIT CARD PURCHASE (INCLUDING YOUR CREDIT CARD PARTICULARS). REVA IS NOT RESPONSIBLE FOR THE SECURITY OF SUCH INFORMATION, NOR ARE WE LIABLE FOR THE MISUSE OF SUCH INFORMATION.

### **NOTICE OF CHANGES**

If we make changes to this policy we will post the most current version on our website. We will notify you if a revision materially reduces your rights.

### **Addressing Your Concerns**

If you have any questions about our policies and practices relating to managing your personal information, please let us know.

Contact the Reva Support Centre at [info@revasolutions.com](mailto:info@revasolutions.com)

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