

Privacy Policy For Mobile Application

MSU Voice Log App

Effective Date: 02/05/2021

Article 1 - DEFINITIONS:

a) **APPLICABLE MOBILE APPLICATION:** This Privacy Policy will refer to and be applicable to the Mobile App listed above, which shall hereinafter be referred to as "Mobile App."

b) **EFFECTIVE DATE:** "Effective Date" means the date this Privacy Policy comes into force and effect.

c) **PARTIES:** The parties to this privacy policy are the following data controller: Michigan State University CSD LiTL Lab ("Data Controller") and you, as the user of this Mobile App. Hereinafter, the parties will individually

be referred to as "Party" and collectively as "Parties."

d) DATA CONTROLLER: Data Controller is the publisher, owner, and operator of the Mobile App and is the Party responsible for the collection of information described herein. Data Controller shall be referred to either by Data Controller's name or "Data Controller," as listed above. If Data Controller or Data Controller's property shall be referred to through first-person pronouns, it shall be through the use of the following: us, we, our, ours, etc.

e) YOU: Should you agree to this Privacy Policy and continue your use of the Mobile App, you will be referred to herein as either you, the user, or if any second-person pronouns are required and applicable, such pronouns as 'your', "yours", etc.

f) PERSONAL DATA: "Personal Data" means personal data and information that we obtain from you in connection with your use of the Mobile App that is capable of identifying you in any manner.

Article 2 - GENERAL INFORMATION:

This privacy policy (hereinafter "Privacy Policy") describes how we collect and use the Personal Data that we receive about you, as well as your rights in relation to that Personal Data, when you visit our Mobile App and interact with it in any way, including passively.

This Privacy Policy does not cover any information that we may receive about you through sources other than the use of our Mobile App. The Mobile App may link out to other websites or mobile applications, but this

Privacy Policy does not and will not apply to any of those linked websites or applications.

We are committed to the protection of your privacy while you use our Mobile App.

By continuing to use our Mobile App, you acknowledge that you have had the chance to review and consider this Privacy Policy, and you acknowledge that you agree to it. This means that you also consent to the use of your information and the method of disclosure as described in this Privacy Policy. If you do not understand the Privacy Policy or do not agree to it, then you agree to immediately cease your use of our Mobile App.

Article 3 - CONTACT:

The Party responsible for the processing of your personal data is as follows: Michigan

State University CSD LiTL Lab. The Data Controller may be contacted as follows:

searljef@msu.edu

The Data Controller and operator of the Mobile App are one and the same.

Article 4 - LOCATION:

Please be advised the data processing activities take place in the United States, outside the European Economic Area. Data may also be transferred to companies within the United States, but will only be done so in a manner that complies with the EU's General Data Protection Regulation or GDPR. The location where the data processing activities take place is as follows:

Michigan, United States

Article 5 - MODIFICATIONS AND REVISIONS:

We reserve the right to modify, revise, or otherwise amend this Privacy Policy at any time and in any manner. If we do so, however, we will notify you and obtain your consent to the change in processing. Unless we specifically obtain your consent, any changes to the Privacy Policy will only impact the information collected on or after the date of the change. It is also your responsibility to periodically check this page for any such modification, revision or amendment.

Article 6 - THE PERSONAL DATA WE RECEIVE FROM YOU:

Depending on how you use our Mobile App, you will be subject to different types of

Personal Data collected and different manners of collection:

a) Unregistered users: There is no registration required to use the Mobile App; therefore, all users are passive (i.e., unregistered) users. The Mobile App does not perform any passive data collection ("Passive Data Collection"); i.e., there is NO collection of cookies (defined here as data transferred to your browser from a web server), IP address information, location information, browser history, and/or session information.

b) Collected Information: We may collect the following Personal Data:

- Users' self-reporting of voice use related to teleconferencing and non-teleconferencing activities, habits related to hydration and sleep, and users' own

judgement of their general health, voice quality and stress level.

- Users' email address associated with their Apple ID, collected when user completes the email transmission of the survey response file initiated by the app.

Article 7 – FURTHER INFORMATION ABOUT PRIVACY AND PERSONAL DATA:

User notifications: The Mobile App may request permission or access to your mobile device's reminders, including the request to send notifications as part of the features of the app. The app will not access reminder notifications without first getting your explicit permission. You will always have the ability to turn off reminders, or to change the app's access or permission to send reminders within your device's settings. The Mobile App does

not have the ability to send “Push Notifications,” defined here as the delivery of information from a software application to a computing device without a specific request from the user.

Article 8 - HOW PERSONAL DATA IS STORED:

We use secure physical and digital systems to store your Personal Data when appropriate.

We ensure that your Personal Data is protected against unauthorized access, disclosure, or destruction.

Please note, however, that no system involving the transmission of information via the internet, or the electronic storage of data, is completely secure. However, we take the protection and storage of your Personal Data very seriously. We take all reasonable steps to protect your Personal Data.

Personal Data is stored throughout your relationship with us. We delete your Personal Data upon request for cancelation of your account or other general request for the deletion of data.

In the event of a breach of your Personal Data, you will be notified in a reasonable time frame, but in no event later than two weeks, and we will follow all applicable laws regarding such breach.

Article 9 - PURPOSES OF PROCESSING OF PERSONAL DATA:

User-initiated contact: By contacting the operator of the Mobile App, the user authorizes us to use the following Personal Data to reply to requests for information, technical support, or any other kind of request made by the user.

Personal Data collected: email address, first name and last name.

We primarily use your Personal Data to help us provide a better experience for you on our Mobile App and to provide you the services and/or information you may have requested, such as use of our Mobile App.

Information that does not identify you personally, but that may assist in providing us broad overviews of our users, may be used for academic or market research.

Personal Data that may be considering identifying may be used for the following:

- Improving your personal user experience

Article 10 - DISCLOSURE OF PERSONAL DATA:

Although our policy is to maintain the privacy of your Personal Data as described herein, we

may disclose your Personal Data if we believe that it is reasonable to do so in certain cases, in our sole and exclusive discretion. Such cases may include, but are not limited to:

- a) To satisfy any local, state, or Federal laws or regulations.
- b) To respond to requests, such discovery, criminal, civil, or administrative process, subpoenas, court orders, or writs from law enforcement or other governmental or legal bodies.
- c) To bring legal action against a user who has violated the law or violated the terms of use of our Mobile App.
- d) As may be necessary for the operation of our Mobile App.
- e) To generally cooperate with any lawful investigation about our users.

f) If we suspect any fraudulent activity on our Mobile App or if we have noticed any activity which may violate our terms or other applicable rules.

Article 11 - OPTING OUT OF TRANSMITTALS FROM US:

From time to time, we may send you informational communications related to our Mobile App such as announcements or other information. If you wish to opt-out of such communications, you may contact the following email:

searljef@msu.edu

Please be advised that even though you may opt-out of such communications, you may still receive information from us that is specifically about your use of our Mobile App.

By providing any Personal Data to us, or by using our Mobile App in any manner, you have created a commercial relationship with us. As such, you agree that any email sent from us or third-party affiliates, even unsolicited email, shall specifically not be considered SPAM, as that term is legally defined.

Article 12 - MODIFYING, DELETING, AND ACCESSING YOUR INFORMATION:

If you wish to modify or delete any information we may have about you, or you wish to simply access any information we have about you, you may reach out to us at the following email address:

searljef@msu.edu

Article 13 - ACCEPTANCE OF RISK:

By continuing to our Mobile App in any manner, use the Product, you manifest your continuing assent to this Privacy Policy. You further acknowledge, agree and accept that no transmission of information or data via email is always completely secure, no matter what steps are taken. You acknowledge, agree and accept that we do not guarantee or warrant the security of any information that you provide to us, and that you transmit such information at your own risk.

Article 14 - YOUR RIGHTS:

You have many rights in relation to your Personal Data. Specifically, your rights are as follows:

- the right to be informed about the processing of your Personal Data

- the right to have access to your Personal Data
- the right to update and/or correct your Personal Data
- the right to portability of your Personal Data
- the right to oppose or limit the processing of your Personal Data
- the right to request that we stop processing and delete your Personal Data
- the right to block any Personal Data processing in violation of any applicable law
- the right to launch a complaint with the Federal Trade Commission (FTC) in the United States or applicable data protection authority in another jurisdiction

Such rights can all be exercised by contacting us at the relevant contact information listed in this Privacy Policy.

Article 15 - CONTACT INFORMATION:

If you have any questions about this Privacy Policy or the way we collect information from you, or if you would like to launch a complaint about anything related to this Privacy Policy, you may contact us at the following email address:

searljef@msu.edu.