# ADEX for Hubspot Privacy Policy

Effective Date: 6/27/2023

This Privacy Policy describes the information practices of ACBM Solutions ("we," "us," or "our") concerning the collection, use, and disclosure of information when you use our Excel add-in ("Add-in") available on the Microsoft Office Store ("Store"). By installing and using the Add-in, you consent to the practices described in this Privacy Policy.

#### 1. Information We Collect

#### 1.1 Personal Information:

- When you install and use the Add-in, we may collect personal information that you provide, such as your name, email address, and other contact details.
- In order to provide the intended functionality, the Add-in may access and process data from your HubSpot account, which may include personal information of your contacts, leads, and other HubSpot-related data.

### 1.2 Usage Data:

 We may collect usage data and other non-personally identifiable information about your interactions with the Add-in. This information is used to improve the Add-in's performance, understand user behavior, and provide a better user experience.

## 2. Use of Information

#### 2.1 Provision of Services:

 We use the personal information you provide to deliver the Add-in's functionality, including connecting to your HubSpot account, managing your data, and processing your requests.

### 2.2 Improving the Add-in:

• We may use the usage data and other non-personally identifiable information to analyze trends, track user interactions, and improve the performance and features of the Add-in.

#### 2.3 Communication:

• We may use your contact information to respond to your inquiries, provide support, send important notices, and communicate with you about updates, enhancements, and other relevant information related to the Add-in.

#### 3. Disclosure of Information

## 3.1 Service Providers:

We may share your personal information with third-party service providers who assist us in
operating and maintaining the Add-in. These service providers are bound by confidentiality
obligations and are not permitted to use or disclose personal information for any purpose other
than providing the services on our behalf.

## 3.2 Legal Requirements:

• We may disclose your information when required by law, regulation, legal process, or governmental request to protect our rights, property, or safety or that of others.

## 4. Data Security

• We employ industry-standard security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction.

## 5. Changes to this Privacy Policy

• We reserve the right to update or modify this Privacy Policy from time to time. Any changes will be effective upon posting the revised Privacy Policy. We encourage you to review this Privacy Policy periodically for any updates.

## 6. Contact Us

• If you have any questions or concerns regarding this Privacy Policy or our data practices, please contact us at info@acbmsolutions.com