

Privacy Notice

Last Updated: 09/30/25

Welcome to Coretsu—a communications management platform. This Privacy Notice explains how Coretsu Inc. (“Coretsu,” “we,” “us,” or “our”) collects, uses, discloses, and otherwise processes personal data in connection with our website(s) and mobile application, including [hilltime.ai](#) and any successor URL(s), and any and all related software, documentation, and online, mobile-enabled, and/or digital services (collectively, the “Services”).

This Privacy Notice does not address our privacy practices relating to Coretsu job applicants, employees and other employment-related individuals, nor data that is not subject to applicable data protection laws (such as deidentified or publicly available information). This Privacy Notice is also not a contract and does not create any legal rights or obligations not otherwise provided by law.

Our Collection and Use of Personal Data

The categories of personal data we collect depend on how you interact with us and our Services. For example, you may provide us your personal data directly when you register for an account, upload documents to our platform, or otherwise contact us or interact with us.

We may also collect personal data from other sources and third parties.

Personal Data Provided by Individuals

We collect the following categories of personal data you may provide us:

- **Contact Information**, including first and last name, telephone number, email address, business email address, department you work for, and communication preferences. We use this information primarily to fulfill your request, to communicate with you directly, and for the purposes set forth in “Additional Uses of Personal Data” below.
- **Account Information**, including first and last name, email address, business email address, password, and the Services you are interested in, purchased, or have otherwise used. We use this information primarily to set up and authenticate your account with us, provide you with our Services, communicate with you regarding your account and your use of our Services, and for customer support purposes.
- **Materials and Other Content**, including any files, documents, data, or communications you choose to input, upload, or transmit to our Services. For example, this may include your responses to polls and/or events shared within the application. We use this content primarily to provide you with our Services, to facilitate your requests, and for the purposes set forth in “Additional Uses of Personal Data” below. When using the Services, we recommend not providing any potentially sensitive, confidential, proprietary data; or protected intellectual property (IP) data.

If you choose to contact us, we may need additional information to fulfill the request or respond to your inquiry. We may provide additional privacy disclosures where the scope of the request we receive or

personal data we require fall outside the scope of this Privacy Notice. In that case, the additional privacy disclosures will govern how we may process the information you provide at that time.

Personal Data Automatically Collected

We, and our third-party partners, automatically collect information you provide to us and information about how you access and use our Services when you engage with us. We typically collect this information through the use of a variety of our own and our third-party partners' automatic data collection technologies, including (i) cookies or small data files that are stored on an individual's computer and (ii) other, related technologies, such as web beacons, pixels, embedded scripts, mobile SDKs, location-identifying technologies and logging technologies. Information we collect automatically about you may be combined with other personal information we collect directly from you or receive from other sources.

We, and our third-party partners, use automatic data collection technologies to automatically collect the following data when you use our services or otherwise engage with us:

- **Information About Your Device and Network**, including the device type, manufacturer, and model, operating system, IP address, browser type, Internet service provider, and unique identifiers associated with you, your device, or your network (including, for example, a persistent device identifier). We employ third-party technologies designed to allow us to recognize when two or more devices are likely being used by the same individual and may leverage these technologies (where permitted) to link information collected from different devices.
- **Information About Your Location**, including general geographic location that we or our third-party providers may derive from your IP address.

All of the information collected automatically through these tools allows us to improve your customer experience. For example, we may use this information to: (a) monitor and improve our Services; (b) remember information so that you will not have to re-enter it during your visit or the next time you visit the site; (c) diagnose or fix technology problems; and (d) otherwise to plan for and enhance our Services.

For information about the choices you may have in relation to our use of automatic data collection technologies, please refer to the Your Privacy Choices section below.

Personal Data from Other Sources and Third Parties

We may receive the same categories of personal data as described above from the following sources and other parties:

- **Service Providers:** Our service providers that perform services on our behalf, such as analytics and artificial intelligence ("AI") providers, collect personal data and often share some or all of this information with us. For example, certain Services may utilize AI to create a summary of documents provided by you, which AI services are provided through our third-party service provider.
- **Business Partners:** We may receive your information from our business partners, such as companies that offer their products and/or services as a part of or in connection with our Services. For example, certain of our Services allow our customers to integrate third-party services. If you choose to leverage these third-party service integrations, we may receive

confirmation from our business partner regarding whether you are an existing customer of their services.

- **Other Sources:** We may also collect personal data about you from other sources, including through publicly available sources (which may include public information on third party websites) or through transactions such as mergers and acquisitions.
- **Inferences:** We may generate inferences or predictions about you and your interests and preferences based on the other personal data we collect and the interactions we have with you.

Additional Uses of Personal Data

In addition to the primary purposes for using personal data described above, we may also use personal data we collect to:

- Fulfill or meet the reason the information was provided, such as to fulfill our contractual obligations or to deliver the Services requested;
- Manage our organization and its day-to-day operations;
- Communicate with you;
- Facilitate the relationship we have with you;
- Address inquiries or complaints made by or about an individual in connection with our Services;
- Create and maintain accounts for our users;
- Verify your eligibility for our Services;
- Administer, improve, and personalize our Services, including by recognizing you and remembering your information when you return to our Services;
- Develop, operate, improve, maintain, protect, and provide the features and functionality of our Services (including training and refining automated features and functionality leveraging artificial intelligence, where permitted);
- Identify and analyze how you use our Services;
- Create aggregated or de-identified information that cannot reasonably be used to identify you, which information we may use for purposes outside the scope of this Privacy Notice;
- Test, enhance, update, and monitor the Services, or diagnose or fix technology problems;
- Help maintain and enhance the safety, security, and integrity of our property, Services, technology, assets, and business;
- Defend, protect, or enforce our rights or applicable contracts and agreements (including our [Terms of Service](#)), as well as to resolve disputes, to carry out our obligations and enforce our rights, and to protect our business interests and the interests and rights of third parties;
- Detect, prevent, investigate, or provide notice of security incidents or other malicious, deceptive, fraudulent, or illegal activity and protect the rights and property of Coretsu and others;
- Facilitate business transactions and reorganizations impacting the structure of our business;

- Comply with contractual and legal obligations and requirements; and
- Fulfill any other purpose for which you provide your personal data, or for which you have otherwise consented.

Our Disclosure of Personal Data

We disclose or otherwise make available personal data in the following ways:

- **To Other Customers:** We make available personal data designed for sharing through our Services with certain other Coretsu customers, based on the applicable privacy settings and intended recipients. For example, we may allow customers to see your responses to a poll or event.
- **To Service Providers:** We engage other third parties to perform certain services on our behalf in connection with the uses of personal data described in the sections above, including, but not limited to, providing our Services. Depending on the applicable Services, these service providers may process personal data on our behalf or have access to personal data while performing services on our behalf.
- **To Other Businesses as Needed to Provide Services:** We may share personal data with third parties you engage with through our Services or as needed to fulfill a request or transaction including, for example, payment processing services.
- **In Connection with a Business Transaction or Reorganization:** We may take part in or be involved with a business transaction or reorganization, such as a merger, acquisition, joint venture, or financing or sale of company assets. We may disclose, transfer, or assign personal data to a third-party during negotiation of, in connection with, or as an asset in such a business transaction or reorganization. Also, in the unlikely event of our bankruptcy, receivership, or insolvency, your personal data may be disclosed, transferred, or assigned to third parties in connection with the proceedings or disposition of our assets.
- **To Facilitate Legal Obligations and Rights:** We may disclose personal data to third parties, such as legal advisors and law enforcement:
 - o in connection with the establishment, exercise, or defense of legal claims;
 - o to comply with laws or to respond to lawful requests and legal process;
 - o to protect our rights and property and the rights and property of our agents, customers, and others, including to enforce our agreements, policies, and Terms of Service;
 - o to detect, suppress, or prevent fraud;
 - o to reduce credit risk and collect debts owed to us;
 - o to protect the health and safety of us, our customers, or any person; or
 - o as otherwise required by applicable law.

- **With Your Consent or Direction:** We may disclose your personal data to certain other third parties or publicly with your consent or direction. For example, we may post your name or representative office information in our customer list, press releases and advertisements.

Your Privacy Choices

The following privacy choices are made available to all individuals with whom we interact.

Communication Preferences

- **Email Communication Preferences:** You can stop receiving promotional email communications from us by clicking on the “unsubscribe” link provided in any of our email communications. Please note you cannot opt-out of service-related email communications (such as, account verification, transaction confirmation, or service update emails).
- **Phone Communication Preferences:** We do not send any promotional phone communications but may need to continue to communicate with you via phone for certain service-related messages (such as, sending a verification code to your phone via call or text for purposes of verifying the authenticity of a log-in attempt).
- **Push Notification Preferences:** You can stop receiving push notifications from us by changing your preferences in your device’s notification settings menu or in the applicable service-specific application. Please note we do not have any control over your device’s notifications settings and are not responsible if they do not function as intended.

Withdrawing Your Consent

Where we have your consent for the processing of your personal data (e.g., when you opt in to receive certain types of communications from us), you may withdraw your consent by following the instructions provided when your consent was requested or by contacting us as set forth in the Contact Us section below.

Automatic Data Collection Preferences

You may be able to utilize third-party tools and features to restrict our use of automatic data collection technologies. For example, (i) most browsers allow you to change browser settings to limit automatic data collection technologies on websites, (ii) most email providers allow you to prevent the automatic downloading of images in emails that may contain automatic data collection technologies, and (iii) many devices allow you to change your device settings to limit automatic data collection technologies for device applications. Please note that blocking automatic data collection technologies through third-party tools and features may negatively impact your experience using our Services, as some features and offerings may not work properly or at all. Depending on the third-party tool or feature you use, you may not be able to block all automatic data collection technologies, or you may need to update your preferences on multiple devices or browsers. We do not have any control over these third-party tools and features and are not responsible if they do not function as intended.

Modifying or Deleting Your Personal Data

If you have any questions about reviewing, modifying, or deleting your personal data, you can contact us directly at support@coretsu.com. We may not be able to modify or delete your personal data in all circumstances.

Children's Personal Data

Our Services are not directed to, and we do not intend to, or knowingly, collect or solicit personal data from children under the age of 13. If an individual is under the age of 13, they should not use our Services or otherwise provide us with any personal data either directly or by other means. If a child under the age of 13 has provided personal data to us, we encourage the child's parent or guardian to contact us to request that we remove the personal data from our systems. If we learn that any personal data we collect has been provided by a child under the age of 13, we will promptly delete that personal data.

Security of Personal Data

We have implemented reasonable physical, technical, and organizational safeguards that are designed to protect your personal data. However, despite these controls, we cannot completely ensure or warrant the security of your personal data.

Retention of Personal Data

We will usually retain the personal data we collect about you for no longer than reasonably necessary to fulfil the purposes for which it was collected, and in accordance with our legitimate business interests and applicable law. However, if necessary, we may retain personal data for longer periods of time as required under applicable law or as needed to resolve disputes or protect our legal rights.

To determine the appropriate duration of the retention of personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorized use or disclosure of personal data and if we can attain our objectives by other means, as well as our legal, regulatory, tax, accounting, and other applicable obligations.

Once retention of the personal data is no longer reasonably necessary for the purposes outlined above, we will either delete or deidentify the personal data or, if that is not possible (for example, because personal data has been stored in backup archives), we will securely store the personal data and isolate it from further active processing until deletion or deidentification is possible.

Third-Party Websites and Services

Our Services may include links to or integrations with third-party websites, plug-ins, applications and other services. Except where we post, link to or expressly adopt or refer to this Privacy Notice, this Privacy Notice does not apply to any personal data practices of third parties. To learn about the personal data practices of third parties, please visit their respective privacy notices.

Updates to This Privacy Notice

We may update this Privacy Notice from time to time. When we make changes to this Privacy Notice, we will change the date at the beginning of this Privacy Notice. If we make material changes to this Privacy

Notice, we will notify individuals by email to their registered email address, by prominent posting on this website or our other platforms, or through other appropriate communication channels. All changes shall be effective from the date of publication unless otherwise provided.

Contact Us

If you have any questions or requests in connection with this Privacy Notice or other privacy-related matters, please send an email to support@coretsu.com.