

HomeSphere Privacy Policy

HomeSphere LLC (“**HomeSphere**”) is committed to protecting your privacy. HomeSphere has prepared this Privacy Policy (this (“**Privacy Policy**”) to describe to you, or, if you represent an entity or other organization, that entity or organization (in either case, “**You**”) our practices regarding the information that HomeSphere collects, uses, and shares.

HomeSphere offers incentive programs to builders and manufacturers (“**Incentive Programs**”). This online portal, including any other website or mobile application operated by HomeSphere (together, the “**Portal**”) is provided by HomeSphere for use by builders and manufacturers that have agreed to participate in HomeSphere’s Incentive Programs (“**Builders**” and “**Manufacturers**,” respectively).

The Portal provides Builders and Manufacturers with access to information and other content (“**Content**”), as well as services and resources (“**Services**”), relating to HomeSphere’s Incentive Programs.

HomeSphere reserves the right, at any time, to modify this Privacy Policy. If HomeSphere makes revisions that change the way we collect, use, or share information, we will post those changes in this Privacy Policy. You should review this Privacy Policy periodically so that You keep up to date on our most current policies and practices. We will note the effective date of the latest version of our Privacy Policy at the end of this Privacy Policy.

1. COLLECTION. We collect both personal and non-personal information from You through Your use of the Portal and Your participation in HomeSphere’s Incentive Programs (whether or not through the Portal or through Your interactions with HomeSphere outside of the Portal). For purposes of this Privacy Policy, when HomeSphere uses the term “personal information” HomeSphere means information connected to Your name. For individuals that become Builders or Manufacturers personal information may include name, email address, telephone number, home address, zip code, and participation in Incentive Programs. When HomeSphere uses the term “non-personal information” HomeSphere means information that is not connected to Your name. For individuals that become Builders or Manufacturers non-personal information may include information relating to property locations, contractors, product and service records, product distribution and sourcing, installers, installations, warranties, fulfillment, and other information collected through participation in our Incentive Program.

HomeSphere collects information from You when You voluntarily submit it to HomeSphere. For example, HomeSphere may collect or receive information from You when You create an account, participate in our Incentive Programs, use or access Service or Content on the Portal, or otherwise interact with HomeSphere or with other Builders or Manufactures both on and off the Portal. This information may include information that You provide outside of the Portal, such as information that You self-report after closing a job, or that You provide to a HomeSphere representative either in-person, over the phone, or by email. HomeSphere may also collect information related to You by its own means and methods, for example on visits to job sites, through digital surveys of building sites, or from third parties that have relevant information.

HomeSphere may also collect other information about You through the Portal using the following technologies:

- **Cookies.** "Cookies" are small bits of information that the Portal places on the hard drive of Your computer. Cookies remember information about Your activities on the Portal to make Your visits to the Portal more enjoyable and valuable to You by providing a customized experience and recognizing Your preferences when You visit the Portal. If You have chosen to disable cookies on Your browser, some of the functionality of the Portal may be lost. Certain web pages or functionality provided by HomeSphere, require that cookies be enabled in Your browser and cannot be used when You have disabled cookies in Your browser.
- **Web beacons or clear pixels.** Web beacons are small graphic images on a web page or in an email that can be used for such things as recording the pages that You select, or tracking the performance of email marketing campaigns.
- **Web server logs.** Web server logs are records of activity created by the computer that delivers the web pages You request to Your browser. For example, a web server log may record the search term You entered or the link You clicked to bring You to a web page. The web server log also may record information about Your browser, such as Your IP address and the cookies set on Your browser by the server.

HomeSphere participates in behavioral-based advertising. This means that a third party may use technology (e.g., a cookie) to collect information about Your use of the Portal so that they can provide advertising about products and services tailored to Your interest. That advertising may appear either on the Portal, or on other web sites.

You may invite others to join the Portal by providing their contact information. You may provide HomeSphere with information about third parties, such as reviews of products or services that a Builder received from a Manufacturer, or demographic information about a third party.

2. USE. HomeSphere’s primary purpose in collecting information is to provide You with Incentive Programs, and Content and Services that match Your interests. HomeSphere may also use information for various purposes, including:

- To help diagnose problems with the Portal, to administer the Portal, and to enhance the Portal.

- To monitor the usage and performance of the Portal, and to determine aggregate information about our users and usage patterns.
- To customize Content and Services available on the Portal.
- To facilitate transactions, process payments, and deliver invoices.
- To send users information about Incentive Programs.
- To send users materials, updates, and product information regarding the Portal.
- To provide maintenance, support, and customer service for the Portal.
- To contact users for information verification purposes.

3. SHARING. HomeSphere may share information with third parties in certain circumstances, including in the following situations:

HomeSphere may share information with companies that are affiliated with us (that is, that control, are controlled by, or are under common control with HomeSphere). HomeSphere may also share information with Builders, Manufacturers, and other third parties to provide the Incentive Programs and to facilitate HomeSphere's business.

HomeSphere may share information with service providers that perform services for HomeSphere, such as providing hosting services, marketing assistance, data analysis, and processing payment card information. There may also be instances when HomeSphere may disclose Your personal information without providing You with a choice in order to protect the legal rights of HomeSphere, other affiliated companies or their employees, agents, and contractors; to honor a request that You have made through the Portal; to protect the safety and security of other users; to protect against fraud or for risk management purposes; or to comply with the law or legal process. In addition, if HomeSphere sells all or part of its business or makes a sale or transfer of assets or is otherwise involved in a merger or business transfer, HomeSphere may transfer information to a third party as part of that transaction.

The Portal may offer You the ability to share information about You through a social networking site (e.g., Facebook, Twitter, LinkedIn), using such site's integrated tools (e.g., Facebook "Like" button, or Twitter "Tweet" button). The use of such integrated tools enables You to share information about Yourself with other individuals or the public, depending on the settings that You have established with such social networking site. Additionally, by making information available to HomeSphere, You "opt in" to allow HomeSphere to provide such information to a social networking site without Your further consent. For more information about the purpose and scope of data collection and use in connection with such social networking site or a site's integrated tools, please visit the privacy policies of the entities that provide these social networking sites.

4. PUBLIC FORUM AND MESSAGING. HomeSphere may offer public discussion forums and bulletin boards. Please note that information that You disclose in these public forums becomes public. Use caution in disclosing any personal information. The Portal may also allow You to exchange messages with other Builders or Manufacturers. HomeSphere may store these messages in order to deliver them and allow You to manage them.

5. SECURITY. HomeSphere employs reasonable and appropriate security measures to protect personal information from becoming disclosed to individuals who are not described in this Privacy Policy. While there is no such thing as "perfect security," we will take reasonable steps to ensure the safety of personal information.

6. ACCESS & CHOICE. HomeSphere has implemented the following procedure that You may use to access, correct, or delete Your personal information, or choose how Your personal information is used:

- If You would like to know the types of personal information that HomeSphere collects from the Portal, please email or write HomeSphere at the addresses listed below under the Section titled "Communication."
- If You would like to know whether HomeSphere has collected personal information about You, please send us the activities and services that You participated in on the Portal that requested personal information. After reviewing the relevant databases, HomeSphere will confirm whether HomeSphere has collected such personal information about You and provide a list of Your personal information that we have on file.
- If Your personal information is incorrect, you may correct the personal information by sending a written request for correction to HomeSphere at the address below. Your request must include: (i) all of the incorrect personal information that You wish to change, (ii) the corrected personal information, and (iii) Your signature authorizing such changes. HomeSphere will then correct the personal information in HomeSphere's database and send a written confirmation to You.
- If You wish to stop receiving email marketing communications from HomeSphere, please contact us at the email address listed below or through any "opt-out" link we provide in an email we send to you. If You opt out, we may still send You non-promotional communications, such as those about Your account or to facilitate Incentive Programs.
- Some web browsers and devices permit You to broadcast a preference that You not be "tracked" online. At this time HomeSphere does not modify Your experience based upon whether such a signal is broadcast.

7. MISCELLANEOUS.

- Other Websites. This Privacy Policy does not apply to websites or applications offered by other third party companies or individuals, including third party products and services, that may be displayed as on the Portal. HomeSphere encourages You to read the privacy policy of any third party website or applications before transmitting information to such third party.
- Separate Agreements. If You enter into a separate contractual relationship with HomeSphere which requires, or contemplates, collecting, using, or sharing information in a manner that is different than that which is described in this Privacy Policy, the terms of that agreement will apply.
- Your California Privacy Rights. Under California Civil Code sections 1798.83-1798.84, California residents are entitled to ask us for a notice describing what categories of personal customer information HomeSphere shares with third parties or corporate affiliates for those third parties or corporate affiliates' direct marketing purposes. That notice will identify the categories of customer information shared and will include a list of the third parties and affiliates with which it was shared, along with their names and addresses. If You are a California resident and would like a copy of this notice, please submit a written request to us at the address listed below.

8. COMMUNICATIONS. If You have any additional questions or concerns about this Privacy Policy or any other privacy or security issue, please contact HomeSphere at:

HomeSphere LLC
Attn: HomeSphere Privacy Officer
[14142 Denver West Parkway, Suite 255]
[Lakewood, CO 80401]
[privacy@homesphere.com]

If HomeSphere needs, or is required, to contact You concerning any event that involves information about You, we may do so by email, telephone, or mail.

Effective as of December 11 __, 2017