

Last Updated: October 9, 2023.

This Privacy Policy outlines how Waagu Inc. ("we," "our," or "us") collects, uses, discloses, and protects personal information when you use our LOOOKIT video collaboration service ("Service"). We are committed to protecting your privacy and ensuring the security of your personal information. By using our Service, you agree to the terms and practices described in this Privacy Policy.

## **1. Information We Collect**

**1.1. User Registration Information:** When you create an account or use our Service, we may collect information such as your name, company affiliation, email address, and password.

**1.2. Communication Data:** We may collect information about your interactions with the Service, including the content of messages, audio, and video communications, files you upload, and other user-generated content.

**1.3. Usage Information:** We collect information about how you use the Service, including your IP address, device type, operating system, browser type, and application version.

**1.4. Device Information:** We may collect information about your hardware and software, such as device identifiers and system configuration information.

**1.5. Cookies and Similar Technologies:** We may use cookies and similar technologies to collect information about your usage of

the Service and improve user experience. You can manage cookie preferences through your browser settings.

## **2. How We Use Your Information**

**2.1. Providing the Service:** We use your information to provide, maintain, and improve the Service, including troubleshooting issues, facilitating communications, and ensuring the security of the Service.

**2.2. Communications:** We may use your email address to send important updates, notifications, and marketing communications. You can opt out of marketing emails at any time.

**2.3. Analytics:** We may analyze usage patterns and preferences to enhance our Service, user experience, and business operations.

**2.4. Legal Compliance:** We may use your information as required to comply with legal obligations, resolve disputes, enforce our policies, and protect our rights and interests.

## **3. Information Sharing and Disclosure**

**3.1. Service Providers:** We may share your information with third-party service providers who help us operate the Service, including hosting, analytics, and customer support.

**3.2. Legal Requirements:** We may disclose your information in response to legal requests, court orders, or to protect our rights and interests.

**3.3. Business Transfers:** In the event of a merger, acquisition, or sale of all or part of our assets, your information may be transferred to the acquiring entity.

## **4. Security**

We take appropriate measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. We use industry-standard security protocols to secure data transmission and storage.

## **5. Your Choices and Rights**

**5.1. Access and Correction:** You may access, correct, or delete your personal information through your account settings.

**5.2. Data Portability:** You can request a copy of your data in a machine-readable format.

**5.3. Data Deletion:** You can request the deletion of your account and associated data, subject to legal and operational requirements.

**5.4. Marketing Communications:** You can opt out of marketing communications by following the instructions in our emails or contacting us directly.

## **6. Children's Privacy**

Our Service is not intended for children under the age of 13, and we do not knowingly collect personal information from children.

## **7. Changes to this Privacy Policy**

We may update this Privacy Policy from time to time. We will notify you of significant changes through the Service or other means.

## **8. Contact Us**

If you have any questions, concerns, or requests related to your privacy or this Privacy Policy, please contact us at [Info@waagu.com](mailto:Info@waagu.com).

By using our Service, you acknowledge that you have read, understood, and agreed to this Privacy Policy.