

Privacy Policies

1. Introduction

CS Disco, Inc. (“**Company**” “**Us**” or “**We**”) respects your privacy and is committed to protecting it through our compliance with this policy.

This policy describes the types of information we may collect from you or that you may provide when you visit the website www.csdisco.com (our “**Website**”) and our practices for collecting, using, maintaining, protecting, and disclosing that information. Your privacy when using our software is protected by the terms of your agreement with CS Disco, Inc.; this Privacy Policy does not apply to information collected during product usage.

This policy applies to information we collect:

- on this Website (including subdomains such as login.csdisco.com and support.csdisco.com).
- in email, text, and other electronic messages between you and this Website;
- from other websites and public sources.

It does not apply to information collected by:

- us offline or through any other means; or
- any third party, including through any application or content (including advertising) that may link to or be accessible from the Website

Please read this policy carefully to understand our policies and practices regarding your information and how we will treat it. By accessing or using our Website, you agree to this privacy policy. This policy may change from time to time. Your continued use of our Website after we make changes is deemed to be acceptance of those changes, so please check the policy periodically for updates.

2. Information We Collect About You and How We Collect It

We collect several types of information from and about users of our Website, including information:

- by which you may be personally identified, such as name, postal address, e-mail address, and telephone number (“**personal information**”);
- that is about you but individually does not identify you; and/or
- about your internet connection, the equipment you use to access our Website and usage details.

We collect this information:

- directly from you when you provide it to us; and/or
- automatically as you navigate through the site. Information collected automatically may include usage details, IP addresses, and information collected through cookies.

3. Information You Provide to Us

The information we collect on or through our Website may include:

- information that you provide by filling in forms on our Website. This includes information provided at the time of registering to use our Website, posting material, or requesting further services. We may also ask you for information when you report a problem with our Website; and/or
- records and copies of your correspondence (including email addresses), if you contact us.
- You may opt-out of providing us with information, by choosing to not fill out any forms on our Website, to include not registering to use our Website, not posting any materials, or not requesting further services. By choosing to opt-out, you may not be able to download materials from our Website and we will not be able to provide you with requested services or information from our Website.

You also may provide information to be published or displayed (hereinafter, “**posted**”) on public areas of the Website, or transmitted to other users of the Website or third parties (collectively, “**User Contributions**”). Your User Contributions are posted and transmitted to others at your own risk. Additionally, we cannot control the actions of other users of the Website with whom you may choose to share your User Contributions. Therefore, we cannot and do not guarantee that your User Contributions will not be viewed by unauthorized persons.

4. Information We Collect Through Automatic Data Collection Technologies

As you navigate through and interact with our Website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- details of your visits to our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website; and/or
- information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically may include personal information, and we may maintain it or associate it with personal information we collect in other ways or receive from third parties. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- estimate our audience size and usage patterns;
- store information about your preferences, allowing us to customize our Website according to your individual interests;
- speed up your searches; and/or
- recognize you when you return to our Website.

The technologies we use for this automatic data collection may include:

- cookies (or browser cookies). A cookie is a small file placed on the hard drive of your computer. You may learn more about the cookies we use, refuse to accept browser cookies by activating the appropriate setting on your browser, or you may change your cookie preferences below. However, if you change your settings or preferences you may be unable to access certain areas or functionalities of our Website. Unless you have adjusted your browser settings so that it will refuse cookies, or have adjusted your cookie preferences using the above link, our system will issue cookies when you direct your browser to our Website; and/or
- web beacons. Pages of our Website and our e-mails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users

who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of certain website content and verifying system and server integrity).

5. Information We Collect from Public Sources

We may collect information about you from public sources including without limitation LinkedIn, Facebook, or your company's website. The information that we collect may include your name, email address, job title, telephone number, employer, and any additional information that you provide to us when communicating with us.

6. How We Use Your Information

We use information that we collect about you or that you provide to us, including any personal information:

- to present our Website and its contents to you;
- to provide you with information, products, or services that you request from us;
- to fulfill any other purpose for which you provide it;
- to carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection;
- to notify you about changes to our Website or any products or services we offer or provide through it;
- to contact you about products and services that we think may be of interest to you;
- in any other way we may describe when you provide the information; and/or
- for any other purpose with your consent.

7. Disclosure of Your Information

We may disclose anonymized and aggregated information about our users without restriction.

We may disclose personal information that we collect or you provide as described in this privacy policy:

- to our subsidiaries and affiliates;
- to contractors, service providers, and other third parties we use to support our business;
- to a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information about our Website users is among the assets transferred;
- to fulfill the purpose for which you provide it;
- for any other purpose disclosed by us when you provide the information; and/or
- with your consent.

We may also disclose your personal information:

- to comply with any court order, law, or legal process, including to respond to any government or regulatory request;
- to enforce or apply our terms of use and other agreements, including for billing and collection purposes; and/or

- if we believe disclosure is necessary or appropriate to protect the rights, property, or safety of CS Disco, Inc., our customers, or others.

8. Our Legal Basis for Collecting and Using your Information

If you provide personal information to us through our website, or if you otherwise contact us (for example by email or telephone), our legal basis for processing your personal information is that it is necessary for our legitimate interest in conducting our business, in particular by providing any products, services and information that you request.

If we collect your personal information from publicly available sources, our legal basis for processing your personal information is that it is necessary for our legitimate interest in promoting our business.

9. Choices About How We Use and Disclose Your Information

We strive to provide you with choices regarding the personal information you provide to us. We have created mechanisms to provide you with the following control over your information:

- **Tracking Technologies and Advertising.** You can set your browser to refuse all or some browser cookies, or to alert you when cookies are being sent. You may also change your cookie preferences using the link provided above in Section 4. To learn how you can manage your Flash cookie settings, visit the Flash player settings page on Adobe's [website](http://www.adobe.com). If you disable or refuse cookies, please note that some parts of this site may then be inaccessible or not function properly.
- **Promotional Offers from the Company.** If you do not wish to have your email address/contact information used by the Company to promote our products or services, you can opt-out by sending us an email stating your request to webmaster@csdisco.com. If we have sent you a promotional email, you may send us a return email asking to be omitted from future email distributions. This opt out does not apply to information provided to the Company as a result of a product purchase.

We do not control third parties' collection or use of your information to serve interest-based advertising. However, these third parties may provide you with ways to choose not to have your information collected or used in this way. You can opt out of receiving targeted ads from members of the Network Advertising Initiative ("NAI") on NAI's website.

10. Your Rights

You may have certain rights in relation to any personal information we collect about you. These may include the rights to request access to the personal information we hold about you, to obtain a copy of your personal information in machine readable format, or to request that it is erased or that any inaccurate personal information is rectified. You may also have the right to ask us to restrict how we process your personal information, to withdraw your consent to how we process your personal information, or to request that we do not use your personal information for the purposes of direct marketing.

Although you have the right to make these requests, we may deny your requests, in whole or in part, under certain circumstances, such as if we are unable to authenticate that you are the individual for whom the personal information is being requested or providing you with access to personal information would necessarily violate the legitimate rights of another individual. If we deny access to you, we will communicate the denial to you and reasons for the denial in a timely manner unless prohibited from doing so by law or regulation. Further, as a consequence of you exercising these rights, you may not be able to use our Website, download materials from our Website and we will not be able to provide you with requested services or information from our Website.

You also have the right to complain about the use of your personal information to your local supervisory authority.

11. Retention

We retain personal information for as long as necessary to fulfill the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements, to establish or defend legal claims, or for compliance and protection purposes.

To determine the appropriate retention period for your personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

This Privacy Policy does not apply to information that we process on behalf of our business customers (such as businesses and other organizations) while providing the DISCO products and services to them. Our retention of information that we process on behalf of our business customers is governed by our agreements with such customers. If you have concerns regarding your personal information that we process on behalf of a business customer, please direct your concerns to that enterprise customer.

12. Changes to Our Privacy Policy

It is our policy to post any changes we make to our privacy policy on this page. The date the privacy policy was last revised is identified at the top or bottom of the page. You are responsible for ensuring we have an up-to-date active and deliverable email address for you, and for periodically visiting our Website and this privacy policy to check for any changes.

13. Contact Information

To ask questions or comment about this privacy policy and our privacy practices, contact us at:

privacy@csdisco.com and webmaster@csdisco.com.

CS Disco, Inc.

111 Congress Avenue, Suite 900

Austin, Texas 78701

833.653.4726 toll free

CS Disco Data Privacy Framework Notice

CS Disco, Inc. (“DISCO”, the “Company,” “we,” or “us”) is committed to safeguarding the private information entrusted to it by its customers. DISCO complies with the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the UK Extension to the EU-U.S. DPF, and the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) (collectively, the “DPF”) as set forth by the U.S. Department of Commerce. DISCO has certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework Principles (EU-U.S. DPF Principles) with regard to the processing of personal data received from the European Union in reliance on the EU-U.S. DPF and from the United Kingdom (and Gibraltar) in reliance on the UK Extension to the EU-U.S. DPF. DISCO has certified to the U.S. Department of Commerce that it adheres to the Swiss-U.S. Data Privacy Framework Principles (Swiss-U.S. DPF Principles) with regard to the processing of personal data received from Switzerland in reliance on the Swiss-U.S. DPF. If there is any conflict between the terms in this Data Privacy Framework Notice (this “Notice”) and the EU-U.S. DPF Principles and/or the Swiss-U.S. DPF Principles (collectively, the “DPF Principles”), the DPF Principles shall govern. To learn more about the Data Privacy Framework (DPF) program, and to view our certification, please visit <https://www.dataprivacyframework.gov/>.

DISCO is responsible for the processing of personal data it receives under the DPF and subsequently transfers to a third party acting as an agent on its behalf. DISCO complies with the DPF Principles for all onward transfers of personal data from the EU, UK, and Switzerland, including the onward transfer liability provisions.

This Notice extends to DISCO’s secure collection, use and storage of Personal Data transferred from European Union (“EU”) member countries, the United Kingdom, and Switzerland to the United States (“Personal Data”) and supplements the terms set forth in our Privacy Policy (located at www.cdisco.com/privacy-policy/). Unless specifically defined in this Notice, the terms in this Notice have the same meaning as our Privacy Policy with respect to such Personal Data.

Information we receive from our customers

We collect and store Personal Data provided to us by individuals, law firms, business organizations, and government entities (each, a “Customer”, and collectively, our “Customers”) who sign agreements with us to use our software. Personal Data we receive from Customers are names, addresses, email addresses, email content, file-shares and other Personal Data identifiable to an individual. Any Personal Data received from our Customers is used strictly for the business purposes defined in the software agreement between a Customer and DISCO. It is not shared with third parties except in compliance with the provisions of the software agreement between a Customer and DISCO, and in such a case, such Personal Data is shared only with third parties who are authorized to receive it under the provisions of the software agreement, which may include without limitation, parties or counsel involved in litigation or other forms of dispute resolution, DISCO affiliates or service providers, and DISCO subprocessors as defined in DISCO’s Data Processing Addendum. Such sharing occurs solely to permit DISCO to exercise its rights and satisfy its obligations pursuant to the software agreement between a Customer and DISCO. We also collect and store names, addresses, email addresses, and email content received from Customer representatives using our software and accessing our support services site at login.cdisco.com and support.cdisco.com.

You have rights with respect to the Personal Data we receive from our Customers including the right to access, delete, amend, and correct your Personal Data. If you wish to access, correct, amend, or delete your Personal Data provided by a Customer to DISCO, you may contact us as described below. Similarly, if you wish to limit the use or sharing of your Personal Data, you should contact us as described below.

Information about visitors to our website

Visitors to our website www.csdisco.com will occasionally provide us with Personal Data on a completely voluntary basis. DISCO will only process and store this data in ways that are compatible with the purpose for which the visitor gave it to DISCO, or for which DISCO stored it, or for purposes the visitor later authorizes. Before we use this data for a purpose that is materially different than the purpose for which we received it or for which it was later authorized, we will provide the visitor with the opportunity to opt out. DISCO maintains reasonable procedures under the circumstances to help ensure that data collected from visitors is reliable for its intended use, accurate, complete, and current.

We also collect and store anonymous general information about the use of our websites and software, such as which software features our Customers use most frequently, and which services our Customers access the most. We use only aggregated data for this purpose, which de-identifies any individual Customer or visitor to our site. This information helps us determine what is most beneficial for our users and how we can continually create a better overall software and services experience. We may use this general and aggregated anonymous information and share it with our business partners so that they too may understand how our site is used.

Sensitive Personal Data

Our Customers may, without our knowledge, provide us data that includes Personal Data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic information, or health or sex-life information (collectively “Sensitive Personal Data”), solely for the purpose of using DISCO’s software and services. DISCO does not otherwise collect or store Sensitive Personal Data as a matter of course in its operations and does not ask our Customers or any visitors to supply it. Any Sensitive Personal Data received from Customers is used strictly for the business purposes defined in the software agreement between a Customer and DISCO. It is not shared with third parties except in compliance with the provisions of the software agreement between a Customer and DISCO, and in such a case, such Personal Data is shared only with third parties who are authorized to receive it under the provisions of the software agreement, which may include without limitation, parties or counsel involved in litigation or other forms of dispute resolution, DISCO affiliates or service providers, and DISCO subprocessors as defined in DISCO’s Data Processing Addendum. Such sharing occurs solely to permit DISCO to exercise its rights and satisfy its obligations pursuant to the software agreement between a Customer and DISCO.

You have the rights with respect to the Sensitive Personal Data we receive from our Customers including the right to access, delete, amend, and correct your Sensitive Personal Data. If you wish to access, correct, amend, or delete your Sensitive Personal Data provided by a Customer to DISCO, you may contact us as described below. Similarly, if you wish to limit the use or sharing of your Sensitive Personal Data, you should contact us as described below. Any requests to obtain your opt-in consent where the DPF requires, including disclosure of your Sensitive Personal Data to third parties, or before your Sensitive Personal Data is used for a different purpose than for which it was provided to DISCO by a Customer or for which you later authorized, should be directed to us as described below.

Compliance with law enforcement

In certain situations, DISCO may be required to disclose EU, UK, or Swiss Personal Data in response to a lawful request by public authorities, including to meet national security or law enforcement requirements.

Enforcement and Dispute Resolution



For purposes of enforcing compliance with the DPF, DISCO is subject to the investigatory and enforcement authority of the US Federal Trade Commission. For more information about the DPF, see the US Department of Commerce's Data Privacy Framework website located at: <https://www.dataprivacyframework.gov/>. To review our representation on the Data Privacy Framework list, see the US Department of Commerce's DPF self-certification list located at <https://www.dataprivacyframework.gov/s/participant-search>.

In compliance with the DPF, DISCO commits to resolve DPF Principles-related complaints about our collection and use of your personal information. EU, UK, and Swiss individuals with inquiries or complaints regarding our handling of personal data received in reliance on DPF should first contact DISCO at:

privacy@csdisco.com

OR

CS Disco, Inc.

Attn: General Counsel

111 Congress Ave, Suite 900

Austin, Texas 78701

+1.833.653.4726

DISCO will respond to individuals within forty-five (45) days of an inquiry or complaint. If an individual has an unresolved complaint or concern that is not addressed satisfactorily, that individual may contact our U.S. based third-party dispute resolution provider: JAMS Dispute Resolution Services. If you do not receive timely acknowledgment of your complaint from us, or if we have not addressed your complaint to your satisfaction, please contact or visit <https://www.jamsadr.com/eu-us-data-privacy-framework> for more information or to file a complaint. The services of JAMS are provided at no cost to you.

If the dispute involves human resources personal information or information collected in the context of an employment relationship, DISCO commits to cooperate and comply respectively with the advice of the panel established by the EU data protection authorities (DPAs), UK Information Commissioner's Office (ICO) and the Gibraltar Regulatory Authority (GRA), and the Swiss Federal Data Protection and Information Commissioner (FDPIC). For information on how to contact your EU jurisdiction's DPA, visit: https://edpb.europa.eu/about-edpb/about-edpb/members_en. For information on how to contact your UK Information Commissioner, visit: <https://ico.org.uk/>. For information on how to contact your Swiss jurisdiction's Commissioner, visit: <https://www.edoeb.admin.ch/index.html?lang=en>.

Under certain circumstances, you may have the option to select binding arbitration for the resolution of your complaint, provided you have already taken the following steps (as applicable): (1) raised your complaint directly with our Customer and provided them with the opportunity to resolve the issue; (2) raised your complaint directly with DISCO and provided us with the opportunity to resolve the issue; (3) made use of the independent dispute resolution mechanism identified above; and (4) raised the issue through the relevant data protection authority and allowed the US Department of Commerce an opportunity to resolve the complaint at no cost to you.

Data Transfers to Third Parties

DISCO may transfer Personal Data to our third-party agents or service providers who perform functions on our behalf as described in our Website Privacy Policy. Where required by the DPF, we enter into written agreements with those third-party agents and service providers requiring them to provide the same level of protection the DPF requires and limiting their use of the data to the specified services provided on our behalf. We take reasonable and appropriate steps to ensure that third-party agents and service providers process Personal Data in accordance with our DPF obligations and to stop and remediate any unauthorized processing. Under the DPF, we are responsible for the processing of information about you we receive from the EU, UK, and Switzerland and onward transfers to a third party acting as an agent on our behalf. We comply with the DPF Principles for such onward transfers and remain liable in accordance with the DPF Principles if third-party agents that we engage to process such information about you on our behalf do so in a manner inconsistent with the DPF Principles unless we prove that we are not responsible for the event giving rise to the damage.

Security

DISCO maintains reasonable and appropriate security measures to protect Personal Data from loss, misuse, unauthorized access, disclosure, alteration, or destruction in accordance with the DPF and the DPF Principles.

Your Acceptance of These Terms

By using our website, you signify your acceptance of this Notice. If you do not agree to this Notice, please do not use our website. Your continued use of our website following the posting of changes to this Notice will be deemed your acceptance of those changes.

Changes to This Notice

We reserve the right to amend this Notice from time to time consistent with the DPF requirements.

Effective Date: March 19, 2024