

TotalRewards Software Privacy Policy

Last Updated: June 7, 2026

TotalRewards Software, Inc. (“TotalRewards,” “we,” “our,” or “us”) respects your privacy and is committed to protecting personal information that may be collected through the use of our services.

This Privacy Policy describes how we collect, use, disclose, and protect information when individuals and organizations access or use the **CandidateRewards Builder Lite (“CRB Lite”)** service and related websites operated by TotalRewards.

By accessing or using CRB Lite or our website, you acknowledge the practices described in this Privacy Policy.

1. Scope of This Policy

This Privacy Policy applies to:

- Organizations registering for CRB Lite
- Authorized users of CRB Lite
- Job candidates accessing candidate portals created using CRB Lite
- Visitors to TotalRewards websites

CRB Lite is a recruiting communication platform used by organizations to present total rewards and compensation information to job candidates.

TotalRewards does **not** operate CRB Lite as a system of record for HR, payroll, or employee management.

2. Information We Collect

Information Provided by Customers

Organizations using CRB Lite may upload limited information needed to create candidate-facing content, including:

- Candidate name
- Role or position information
- Compensation and benefit values
- Benefit descriptions

- Non-monetary rewards information

This information is referred to as **Customer Data**.

The organization using CRB Lite is responsible for determining what information is uploaded to the platform.

Account Registration Information

When an organization registers for CRB Lite, we may collect:

- Administrator name
- Company name
- Email address
- Account login credentials

This information is used to create and manage the CRB Lite account.

Candidate Portal Access Data

When candidates view a portal created through CRB Lite, limited technical information may be collected automatically, such as:

- IP address
- Browser type
- Device information
- Date and time of access

This information is used to operate and secure the service.

Website Usage Data

When visitors access TotalRewards websites, we may collect information such as:

- Pages visited
- Referral URLs
- Browser and device information
- Cookies or similar tracking technologies

3. How We Use Information

TotalRewards uses collected information to:

- Provide and operate the CRB Lite service
- Authenticate users and maintain accounts
- Deliver candidate portal content

- Maintain system security and prevent misuse
- Provide customer support
- Improve the functionality and performance of the platform
- Communicate with customers regarding their accounts

We do not sell personal information collected through CRB Lite.

4. Customer Responsibilities

Organizations using CRB Lite control the content and data uploaded to the platform.

Customers are responsible for:

- Ensuring they have the appropriate rights to use candidate information
- Ensuring the data they upload complies with applicable privacy laws
- Determining what information is presented to candidates

TotalRewards processes Customer Data only as necessary to operate the service.

5. Data Sharing

TotalRewards does not sell or rent personal information.

Information may be shared only in the following circumstances:

Service Providers

We may use third-party vendors to provide services necessary to operate the platform, such as:

- Cloud hosting infrastructure
- Security monitoring
- Email delivery services

These providers may access information only as required to provide services on our behalf.

Legal Requirements

We may disclose information if required to do so by law, regulation, or legal process.

Business Transfers

If TotalRewards is involved in a merger, acquisition, or sale of assets, information may be transferred as part of that transaction.

6. Data Security

TotalRewards implements commercially reasonable administrative, technical, and physical safeguards designed to protect information processed through CRB Lite.

Security measures include:

- Encryption of data in transit
- Encryption of data at rest
- Access controls restricting internal data access
- Secure cloud infrastructure

No system can guarantee absolute security, but we work to protect information using industry-standard practices.

7. Data Retention

TotalRewards retains data only for as long as necessary to operate the service.

CRB Lite accounts may be deleted if:

- The customer cancels their account
- The account is inactive for six (6) consecutive months
- The service is terminated under the Terms of Service

Before deleting an inactive account, TotalRewards will send an email notification to the registered administrator.

8. Cookies and Tracking Technologies

TotalRewards websites may use cookies or similar technologies to:

- Maintain session functionality
- Improve website performance
- Analyze site usage

Users may configure their browsers to block cookies, though some features may not function properly.

9. California Privacy Rights

California residents may have rights under applicable privacy laws, including the California Consumer Privacy Act (CCPA) and California Privacy Rights Act (CPRA).

These rights may include:

- Requesting access to personal information
- Requesting correction of inaccurate information
- Requesting deletion of personal information

Requests may be submitted using the contact information below.

10. Children's Privacy

CRB Lite is not intended for use by individuals under the age of 16.

TotalRewards does not knowingly collect personal information from children.

11. Changes to This Policy

TotalRewards may update this Privacy Policy from time to time.

Updates will be posted on our website with the revised effective date.

Continued use of the service after updates constitutes acceptance of the revised policy.

12. Contact Information

For privacy-related inquiries, please contact:

TotalRewards Software, Inc.
6520 Lonetree Blvd., Suite 2026
Rocklin, CA 95765

Support Email: support@totalrewardssoftware.com