



Data Privacy Framework Notice

This Data Privacy Framework Notice (“Notice”) sets out the privacy principles BlackLine, Inc. and BlackLine Systems, Inc. (for this Notice collectively referred to as “BlackLine”) follow with respect to transfers of Personal Data from the European Economic Area (EEA), the United Kingdom (and Gibraltar) (UK) and Switzerland to the United States. This Notice supplements our [Privacy Policy](#). Unless specifically defined in this Notice, capitalized terms in this Notice have the same meaning as in our [Privacy Policy](#).

BlackLine complies with the EU-U.S. Data Privacy Framework, the UK Extension to the EU-U.S. Data Privacy Framework and the Swiss-U.S. Data Privacy Framework as set forth by the U.S. Department of Commerce (collectively, the “DPF Principles”).

BlackLine has certified to the U.S. Department of Commerce that it adheres to the EU-U.S. Data Privacy Framework and principles (“EU-U.S. DPF”) with regard to the processing of Personal Data received from the EEA in reliance on the EU-U.S. DPF.

BlackLine has certified to the U.S. Department of Commerce that it adheres to the UK Extension to the EU-U.S. Data Privacy Framework (“UK-U.S. DPF”) with regard to the processing of Personal Data received from the UK in reliance on the UK-U.S. DPF.

BlackLine has certified to the U.S. Department of Commerce that it adheres to the Swiss-U.S. Data Privacy Framework and principles (“Swiss-U.S. DPF”) 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 and the DPF Principles, the DPF Principles shall govern.

To learn more about the Data Privacy Framework (DPF) program, please visit <https://www.dataprivacyframework.gov/>. To view BlackLine’s certifications, enter the search term “BlackLine”.

Types of Personal Data we Collect and Use

The types of Personal Data we may receive in the United States, as well as the purposes for which we collect and use it, will vary. You can find the details applicable to your specific information set out in our [Privacy Policy](#).

Your Choices

Where appropriate or required to do so, we will give you an opportunity to opt out where Personal Data we control about you is to be disclosed to an independent third party or is to be used for a purpose that is materially different from those set out in our [Privacy Policy](#). If you otherwise wish to limit the use or disclosure of your Personal Data, please contact us using the contact details below.

Transfers to Third Parties

Information about the types of third parties to which we disclose Personal Data and the purposes for which we do so is described in our [Privacy Policy](#). As required under the DPF Principles, when we receive Personal Data in reliance on the DPF Principles and then transfer such Personal Data to a third-party acting as an agent on our behalf, we have certain liability under the DPF Principles if the agent processes the Personal Data in a manner inconsistent with the DPF Principles. BlackLine complies with the DPF Principles for all such onward transfers of Personal Data when received in reliance on the DPF Principles, including the onward transfer liability provisions.

Your DPF Rights

If you are from the EEA, UK or Switzerland, you have the right to request access to the Personal Data that we hold about you and request that we correct, amend, or delete it if it is inaccurate or processed in violation of the DPF. If you would like to exercise these rights, please contact us using the contact details below. You may also opt-out of receiving marketing communications from us by writing to us at the contact details provided below or by clicking on the “unsubscribe” or “opt-out” link in the marketing e-mails we send you.

Verification

BlackLine utilizes the self-assessment approach to assure its compliance with the DPF Principles. BlackLine regularly verifies that this Notice is accurate, comprehensive, prominently displayed, completely implemented and in conformity with the DPF Principles. BlackLine conducts its self-assessment on an annual basis to ensure all relevant DPF Principles are followed. Appropriate employee training is in place and internal procedures for periodically conducting objective reviews of compliance are in place. A

statement verifying this self-assessment is signed by a corporate officer or other authorized representative at least once a year.

Enforcement

BlackLine is subject to the investigatory and enforcement powers of the U.S. Federal Trade Commission (FTC). The FTC has jurisdiction over BlackLine's compliance with the DPF Principles.

Disclosures for National Security or Law Enforcement

In certain situations, BlackLine may be required to disclose Personal Data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Complaints and Disputes

In compliance with the EU-U.S. DPF, UK-U.S. DPF, and Swiss-U.S. DPF, we commit to resolve DPF-related complaints about our collection and use of your Personal Data. EU, UK and Swiss individuals with inquiries or complaints regarding our handling of their Personal Data received in reliance on the EU-U.S. DPF, UK-U.S. DPF, and Swiss-U.S. DPF, should first contact us using the contact details below. We will investigate and attempt to resolve any DPF-related complaints or disputes within forty-five (45) days of receipt.

If you have an unresolved DPF complaints that we have not addresses satisfactorily, we commit to refer unresolved complaints concerning our handling of Personal Data received in reliance on the EU-U.S. DPF, UK-U.S. DPF, and Swiss-U.S. DPF to [JAMS](#), an alternative dispute resolution provider based in the United States. If you do not receive timely acknowledgement of your DPF Principles-related complaint from us, or if we have not addressed your DPF Principles-related complaint to your satisfaction, please visit <https://www.jamsadr.com/DPF-Dispute-Resolution> for more information or to file a complaint. These services are provided free of charge to you.

You may also have the option to select binding arbitration for the resolution of your complaint under certain circumstances. For further information, please refer to: <https://www.dataprivacyframework.gov/s/article/ANNEX-I-introduction-dpf?tabset-35584=2>

Further, in compliance with the DPF Principles, BlackLine commits to cooperate and comply respectively with the advice of the panel established by the EU data protection authorities (DPAs), the UK Information Commissioner's Office (ICO) and the Swiss Federal

Data Protection and Information Commissioner (FDPIC) with regard to unresolved complaints concerning our handling of **human resources (HR) Personal Data** received in reliance on the DPF Principles in the context of the employment relationship.

If you believe that we have not adequately assisted with your complaint or concern about our handling of **HR Personal Data** and our compliance with the DPF Principles, and you are located in the EEA, UK or Switzerland (as applicable), you may refer unresolved complaints **to a data protection authority** such as the supervisory authority of your usual place of residence. If you work or reside in a country that is a member of the European Union or that is in the EEA, you may find the contact details for your appropriate data protection authority on the following [website](#).

Contact Us

If you have any questions about this Notice, or if you have a DPF-related (or general privacy-related) complaint, please submit your request to PrivacyRequest@blackline.com. You may also contact us at the mailing address below:

BlackLine Systems, Inc.
21300 Victory Blvd., 12th Floor.
Woodland Hills, CA 91367
Attn: Data Protection Officer

When you contact us, please indicate in which country you reside. We may request specific information from you to confirm your identity and we will respond to your request in accordance with the DPF Principles and applicable data protection laws.

If you have a disability which prevents you from accessing this Notice, please contact PrivacyRequest@blackline.com to access this Notice in an alternative format.

Changes to this Notice

It may be necessary for BlackLine to make changes to this Notice consistent with the DPF Principles, so please check this page periodically. We will announce any material changes to this Notice via channels appropriate to our relationship with you.