

iWorkGlobal Privacy Policy

Overview

This Privacy Policy describes how iWorkGlobal collects and uses information we gather from our website and applications.

- The current version of our Website Privacy Policy can be found at: iWorkGlobal.com/privacy
- The current version of our full Privacy Policy can be found at: iWorkGlobal.com/privacy-full

What Personal Information We Collect

Website Visitors

Visitors to our website may elect to provide personal information in order to obtain more information about our products and services including:

- Name
- Company Name
- Email Address
- Telephone Number

Clients

In order to deliver requested HR services, iWorkGlobal may collect the following information from our clients including:

- Name
- Title
- Contact information (phone number and e-mail address)
- Location/Country

Payrolled Workers and Independent Contractors

In order to deliver requested HR services by our clients, iWorkGlobal may collect the following information from contractors working outside of the US:

- Name
- Email Address
- Phone Number
- Mailing Address
- Country (citizenship and residence)
- Other contact information, i.e. Skype
- Employment Agreements
- Job Title
- Job Salary or Pay Rate
- Signature
- Date of BirthTax Identification Number

US Employees

For those who are employed by iWorkGlobal in the US, additional data may be collected. The current

full Privacy Policy for such employees can be found at: www.iWorkGlobal.com/privacy-us-employer-of-record

How We Use Personal Information

iWorkGlobal will use the information we collect from the website and our applications to respond to inquiries, market relevant products or services, or provide requested services.

iWorkGlobal will retain your personal information for as long as we find it useful in accordance with all applicable privacy and security regulations.

Collection and Use of Non-Personal Information

We may also collect data in a form that, on its own, does not allow us to identify or contact a specific individual. We may use, transfer or disclose non-personal identifiable for any purpose. The following are examples of non-personal information that we collect and how we may use it:

- When you visit our websites, we may collect technical and navigational information, such as web browser type, Internet protocol address, language, location, time zone, unique device/browser identifier, and URLs requested so that we may better understand visitor behavior and improve our products, services, and content.
- We may also collect information regarding specific activities that you perform on our websites. This information is used to help us improve the content and usability of our websites. This information is aggregated and we consider aggregated information as non-personal for the purposes of this privacy policy.

Cookies and Other Technologies

iWorkGlobal's websites, products, services, and content may use "cookies" and other technologies such as web beacons and pixel tags. These technologies may be used to deliver our services as well as to help us better understand user behavior.

We also use cookies to personalize content and ads, to provide social media features and to analyze our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.

Transfer to Third-Parties

In order to respond to inquiries, or market relevant products or services we may share your information with third-party service providers that may be engaged to assist us in managing the processes required to provide these services. Any engagement of a third-party service provider will be governed by appropriate contractual requirements prohibiting the use of your information for any purposes beyond those specifically directed by iWorkGlobal, and requiring that they ensure sufficient administrative and technical security mechanisms are in place to prevent your information from being improperly used, disclosed, or accessed.

We may be required to disclose personal information in response to lawful requests by public authorities, including to meet national security, law enforcement or data privacy requirements.

Access to Personal Information

The amount of personal information that we require you to supply in order to use our services will be limited to that which is relevant to supply such services.

You have the right to request access to, withdraw your consent to the use and processing of, and request the correction of inaccuracies or erasure of your information that we maintain about you, subject to our obligations to maintain your information under applicable laws. We may limit or deny requests that interfere with our legitimate interests, or charge reasonable fees for access, except as prohibited by applicable law.

iWorkGlobal will only store personally identifiable data about you for as long as it's reasonably required to fulfill the purposes under which it was first provided by you unless a longer retention period is required or permitted by law.

You may make review, update access, correction, or deletion requests by contacting us at privacy@iWorkGlobal.com.

Protection of Personal Information

We take precautions to safeguard your information. iWorkGlobal uses commercially reasonable technical, administrative and physical controls to protect your data. We use a combination of firewall barriers, data encryption techniques and authentication procedures, among others, to maintain the security of your personal information and our systems from unauthorized access. We also enforce physical access controls to our buildings and files.

Third-Party Sites and Services

Our websites and content may contain links to other websites. As such, iWorkGlobal does not endorse and is not responsible for the privacy practices or the content of these third-party websites. We exercise no control over how your information is stored, maintained or displayed by third parties or on third-party sites.

Children

The Service is not directed to children. We do not knowingly collect personally identifiable information from children. If you, as a parent or guardian, become aware that your child has provided us with Personal Information without your consent, please contact us. If we become aware that a user is under the age of 13 and has provided us with Personal Information without verifiable parental consent, we will delete such information from our files.

Privacy Changes and Questions

iWorkGlobal may update its Privacy policy from time to time. When we change the policy in a material way, a notice will be posted on our website along with the updated Privacy Policy.

Privacy Shield

iWorkGlobal complies with the EU-US Privacy Shield Frameworks as set forth by the US Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries. iWorkGlobal has certified that it adheres to the Privacy Shield Principles of Notice,

Choice, Accountability for Onward Transfer, Security, Data Integrity and Purpose Limitation, Access, and Recourse, Enforcement and Liability. iWorkGlobal has certified to the Department of Commerce that it adheres to the Privacy Shield Principles. If there is any conflict between the policies in this privacy policy and the Privacy Shield Principles, the Privacy Shield Principles shall govern.

To learn more about the Privacy Shield program, and to view our certification page, please visit www.privacyshield.gov

In compliance with the EU-US Privacy Shield Principles, iWorkGlobal commits to resolve complaints about your privacy and our collection or use of your personal information. European Union individuals with inquiries or complaints regarding this privacy policy should first contact us via email privacy@iWorkGlobal.com, or via mail at:

iWorkGlobal
Attn: Privacy Officer
595 Market Street, Suite 1275
San Francisco, CA 94105

For inquiries or complaints related to human resource data, iWorkGlobal will cooperate with EU Data Protection Authorities and Information Commissioner (collectively, “Data Protection Authority”) in the investigation and resolution of complaints brought under the Privacy Shield, including complying with advice given by Data Protection Authorities (as described in the Privacy Shield Principles). Individuals may contact their Data Protection Authority directly to resolve disputes.

For inquiries and complaints not related to human resource data, iWorkGlobal has committed to refer unresolved privacy complaints under the EU-US Privacy Shield Principles to JAMS Mediation, Arbitration, ADR Services (www.jamsadr.com), an alternative dispute resolution provider located in the United States. 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/file-an-eu-us-privacy-shield-or-safe-harbor-claim> for more information or to file a complaint.

Our commitments under the Privacy Shield are subject to the investigatory and enforcement powers of the United States Federal Trade Commission.

Please note that if your complaint is not resolved through these channels, under limited circumstances, a binding arbitration option may be available before a Privacy Shield Panel.

Last Updated: **May 14, 2018**