

## Privacy policy

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Wikisoft wants to connect the world's business professionals and allow them to be more productive and successful. Central to this is our commitment to be transparent about the data we collect about you, how it is used and with whom it is shared.

This Privacy Policy applies when you use our Services. We offer our users choices about the data we collect, use and share as described in this Privacy Policy, Cookie Policy, Review Guidelines & User Agreement.

### Introduction

We are a social network and online platform for professionals and companies. People use our Services to find and be found for business opportunities, to connect with others and find information. Our Privacy Policy applies to any Member or Visitor to our Services.

Our registered users ("Members") share their professional identities, engage with their network, exchange knowledge and professional insights, reviews, post and view relevant content, learn and develop skills, and find business and career opportunities.

Content and data on some of our Services is viewable to non-members ("Visitors").

### Changes

Changes to the Privacy Policy apply to your use of our Services after the "effective date." Wikisoft can modify this Privacy Policy, and if we make material changes to it, we will provide notice through our Services, or by other means, to provide you the opportunity to review the changes. If you object to any changes, you may close your account.

### Data You Provide To Us

You provide data to create an account or claim an already existing profile with us. To create an account you need to provide data including your name, email address and/or mobile number, and a password. If you register for a paid Service, you will need to provide payment (e.g. credit card) and billing information.

### Profile

You have choices about the information on your profile, such as your education, work experience, skills, photo, city or area. You don't have to provide additional information on your profile; however, profile information helps you to get more from our Services, including helping recruiters and business opportunities find you. Please do not post or add personal data to your profile that you would not want to be publicly available. You can give other data to us, such as by syncing your address book or calendar.

### Posting and Uploading

We collect personal data from you when you provide, post or upload it to our Services. If you opt in to import your address book, we will receive the contacts from your address book.

**Data from Others**

Others may post or write a review about you.

**Content and News**

You and others may post content that includes information about you on our Services. Unless you opt-out, we collect public information about you, such as professional-related news and accomplishments and make it available as part of our Services

**Contact Information**

We receive personal data (including contact information) about you when others import or sync their contacts with our Services, associate their contacts with Member profiles, scan and upload business cards, or send messages using our Services (including invites or connection requests). If you or others opt-in to sync email accounts with our Services, we will also collect “email header” information that we can associate with Member profiles.

**Partners**

We receive personal data about you when you use the services of our customers and partners, such as employers or prospective employers and applicant tracking systems providing us job application data.

**Related Companies and Other Services**

We receive data about you when you use some of the other services provided by us or our affiliates.

**Service Use**

We log your visits and use of our Services, including mobile apps. We log usage data when you visit or otherwise use our Services, perform a search, install or update one of our mobile apps, share articles or apply for jobs. We use log-ins, cookies, device information and internet protocol (“IP”) addresses to identify you and log your use.

**Cookies and Similar Technologies**

As further described in our Cookie Policy, we use cookies and similar technologies (e.g., pixels and ad tags) to collect data to recognize you and your device(s) on, off and across different services and devices where you have engaged with our Services.

**Your Device and Location**

We receive data from your devices and networks, including location data. When you visit or leave our Services, we receive the URL of both the site you came from and the one you go to and the time of your visit. We also get information about your network and device (e.g., IP address, proxy server, operating system, web browser and add-ons, device identifier and features, cookie IDs and/or ISP, or your mobile carrier). If you use our Services from a mobile device, that device will send us data about your location based on your phone settings.

### **Messages**

If you communicate through our Services, we learn from that.

We collect information about you when you send, receive, or engage with messages in connection with our Services. For example, if you get a Wikisoft connection request, we track whether you have acted on it and will send you reminders.

### **Workplace and School Provided Information**

When your organization has a Service for you to use, they give us data about you.

For example, we will get contact information for administrators and for users of our Services, such as our recruiting.

### **Other**

We are improving our Services, which means we get new data and create new ways to use data.

Our Services are dynamic, and we often introduce new features, which may require the collection of new information. If we collect materially different personal data or materially change how we collect, use or share your data, we will notify you and may also modify this Privacy Policy.

### **How We Use Your Data**

We use your data to provide, support, personalize and develop our Services.

How we use your personal data will depend on which Services you use, how you use those Services and the choices you make in your settings. We use the data that we have about you to provide and personalize our Services, so that our Services can be more relevant and useful to you and others.

### **Services**

Our Services help you connect with others, find and be found for work and business opportunities, stay informed and be more productive.

### **Stay Connected**

Our Services allow you to stay in touch and up to date with colleagues, partners, clients, and other professional contacts. To do so, you can “connect” with the professionals who you choose, and who also wish to “connect” with you. Subject to your and their settings, when you connect with other Members, you will be able to search each others’ connections in order to exchange professional opportunities.

We use data about you to help others find your profile, suggest connections for you and others and enable you to invite others to become a Member and connect with you.

It is your choice whether to invite someone to our Services, send a connection request, or allow another Member to become your connection. When you invite someone to connect with you, your invitation will include your network and basic profile information. We will send invitation reminders to the person you invited.

### **Stay Informed**

Our Services allow you to stay informed about news, events and ideas regarding professional topics you care about, and from professionals you respect. Our Services also allow you to improve

your professional skills or learn new ones. We use the data we have about you, to personalize our Services for you, such as by recommending or ranking relevant content and conversations on our Services. We also use the data we have about you to suggest skills you could add to your profile and skills that you might need to pursue your next opportunity. We use your content, activity and other data, including your name and photo, to provide notices to your network and others.

### **Career**

Our Services allow you to explore careers, evaluate educational opportunities, and seek out, and be found for, career opportunities. Your profile can be found by those looking to hire or be hired by you. We will use your data to recommend jobs or, show you and others relevant professional contacts (e.g., who works at a company, in an industry, function or location or have certain skills and connections). You can signal that you are interested in changing jobs and share information with recruiters. We will use your data to recommend jobs to you and you to recruiters. Keeping your profile accurate and up-to-date will help you better connect to others and to opportunities through our Services.

### **Services**

Our Services help users to search for and contact Members through our Services, such as searching for and contacting job candidates, managing talent and promoting jobs. We may sell Services that provide our customers and subscribers with customized-search functionality and tools as part of our solutions. Customers can export limited information from your profile, such as name, headline, current company, current title, and general location. Services customers can store information they have about you in our premium Services, such as a resume or contact information. The data stored about you by these customers is subject to the policies of those customers.

### **Communications**

We contact you and enable communications between Members. We will contact you through email, mobile phone, notices posted on our websites or apps, messages to your Wikisoft inbox, and other ways through our Services, including text messages and push notifications. We will send you messages about the availability of our Services, security, or other service-related issues. We also send messages about how to use our Services, network updates, reminders, job suggestions and promotional messages from us and our partners.

### **Marketing**

We promote our Services to you and others.

In addition to advertising our Services, we use Members' data and content for invitations and communications promoting membership and network growth, engagement and our Services, such as by showing your connections that you have used a feature of our Services.

### **Service Development**

We use data, including public feedback, to conduct research and development for our Services in order to provide you and others with a better, more intuitive and personalized experience, drive membership growth and engagement on our Services, and help connect professionals to each other and to economic opportunity.

### **Other Research**

We seek to create economic opportunity for Members of the global workforce and to help them be more productive and successful. We use the personal data available to us to research social, economic and workplace trends, such as jobs availability and skills needed for these jobs and policies that help bridge the gap in various industries and geographic areas. We publish or allow others to publish economic insights, presented as aggregated data rather than personal data.

### **Surveys**

Polls and surveys are conducted by us and others through our Services. You are not obligated to respond to polls or surveys, and you have choices about the information you provide. You may opt-out of survey invitations.

### **Customer Support**

We use data to help you and fix problems, to investigate, respond to and resolve complaints and for Service issues.

### **Security and Investigations**

We use data for security, fraud prevention and investigations. We use your data for security purposes or to prevent or investigate possible fraud or other violations of our User Agreement and/or attempts to harm our Members, Visitors or others.

### **How We Share Information**

Any data that you include on your profile and any content you post or social action you take on our Services will be seen by others, consistent with your settings. Your profile is fully visible to all Members and customers of our Services. Subject to your settings, it can also be visible to others on or off of our Services.

### **Posts, Likes, Follows, Comments, Messages**

Our Services allow viewing and sharing information including through posts, likes, follows and comments. When you share an article or a post publicly it can be viewed by everyone and re-shared. Members, Visitors and others will be able to find and see your publicly-shared content, including your name and photo if you have provided one.

In a group, posts are visible to others in the group. Your membership in groups is public and part of your profile, but you can change visibility in your settings. Any information you share through companies' or other organizations' pages on our Services will be viewable by it and others who visit those pages.

When you follow a person or organization, you are visible to others and that "page owner" as a follower. Subject to your settings, we let a Member know when you view their profile. Your employer can see how you use Services they provided for your work (e.g. as a recruiter or sales agent) and related information. We will not show them your job searches or personal messages.

### **Employer Accounts**

Your employer may offer you access to our Services. Your employer can review and manage your use of such enterprise Services. Depending on the Service, before you use such Service, we will ask for permission to share with your employer relevant data from your profile. We understand that certain activities such as job hunting and personal messages are sensitive, and so we do not share those with your employer unless you choose to share it with them through our Services (for example, by applying for a new position in the same company or mentioning your job hunting in a message to a co-worker through our Services).

Subject to your settings, when you use workplace tools and services (e.g., interactive employee directory tools) certain data may also be made available to your employer or be connected with information we receive from your employer to enable these tools and services.

### **Communication Archival**

Regulated Members may need to store communications outside of our Service.

Some Members (or their employers) need, for legal or professional compliance, to archive their communications and social media activity, and will use services of others to provide these archival services. We enable archiving of messages by and to those Members outside of our Services. For example, a financial advisor needs to archive communications with her clients through our Services in order to maintain her professional financial advisor license.

### **Other Services**

You may link your account with other services so that they can look up your contacts profiles, post your shares on such platforms, or enable you to start conversations with your connections on such platforms. Excerpts from your profile will also appear on the services of others.

Subject to your settings, other services may look up your profile. When you opt to link your account with other services, personal data will become available to them. The sharing and use of that personal data will be described in, or linked to, a consent screen when you opt to link the accounts. For example, you may link your Twitter or Instagram account to share content from our Services into these other services, or your email provider may give you the option to upload your Wikisoft contacts into its own service. Third-party services have their own privacy policies, and you may be giving them permission to use your data in ways we would not. You may revoke the link with such accounts.

Subject to your settings, excerpts from your profile will appear on the services of others (e.g., search engine results, mail and calendar applications that show a user limited profile data of the person they are meeting or messaging, social media aggregators, talent and lead managers). "Old" profile information remains on these services until they update their data cache with changes you made to your profile.

### **Service Providers**

We may use others to help us with our Services e.g., maintenance, analysis, audit, payments, fraud detection, marketing and development. They will have access to your information to perform these tasks on our behalf and are obligated not to disclose or use it for other purposes.

### **Legal Disclosures**

We may need to share your data when we believe it's required by law or to help protect the rights and safety of you, us or others.

It is possible that we will need to disclose information about you when required by law, subpoena, or other legal process or if we have a good faith belief that disclosure is reasonably necessary. We attempt to notify Members about legal demands for their personal data when appropriate in our judgment, unless prohibited by law or court order or when the request is an emergency. We may dispute such demands when we believe, in our discretion, that the requests are overbroad, vague or lack proper authority, but we do not promise to challenge every demand.

### **Change in Control or Sale**

We may share your data when our business is sold to others, but it must continue to be used in accordance with this Privacy Policy. We can also share your personal data as part of a sale, merger or change in control, or in preparation for any of these events. Any other entity which buys us or part of our business will have the right to continue to use your data, but only in the manner set out in this Privacy Policy unless you agree otherwise.

### **Your Choices & Obligations**

We keep most of your personal data for as long as your account is open. This includes data you or others provided to us and data generated or inferred from your use of our Services. Even if you only use our Services when looking for a new job every few years, we will retain your information and keep your profile open, unless you close your account.

### **Rights to Access and Control Your Personal Data**

You can access or delete your personal data. We offer you settings to control and manage the personal data we have about you.

### **For personal data that we have about you, you can:**

#### **Delete, Change or Correct Data:**

You can erase or delete all or some of your personal data through your account.

#### **Object to, or Limit or Restrict, Use of Data:**

You can ask us to stop using all or some of your personal data or to limit our use of it.

### **Account Closure**

We keep some of your data even after you close your account. If you choose to close your Wikisoft account, your personal data will generally stop being visible to others on our Services within a couple of days. We generally delete closed account information within 30-90 days of account closure.

**Other Important Information**

We monitor for and try to prevent security breaches. We implement security safeguards designed to protect your data, such as HTTPS. We regularly monitor our systems for possible vulnerabilities and attacks. However, we cannot warrant the security of any information that you send us. There is no guarantee that data may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards.

**Cross-Border Data Transfers**

We store and use your data outside your country. We process data both inside and outside of the United States and rely on legally-provided mechanisms to lawfully transfer data across borders.

**Lawful Bases for Processing**

We have lawful bases to collect, use and share data about you. You have choices about our use of your data. At any time, you can withdraw consent you have provided by going to settings.

We will only collect and process personal data about you where we have lawful bases. Lawful bases include consent, contract and “legitimate interests.”

Where we rely on your consent to process personal data, you have the right to withdraw or decline your consent at any time and where we rely on legitimate interests, you have the right to object.

**Contact Information**

You can contact us or use other options to resolve any complaints. If you have questions or complaints regarding this Policy, please contact Wikisoft online.