

Last updated and effective date: April 29, 2019.

## **Watch Me Work Privacy Policy**

At Watch Me Work, Inc. (“we,” “us,” “Watch Me Work”) your privacy is of the utmost importance to us. This Privacy Policy outlines our collection and use of information at our Site and via our Services as defined in our Terms of Service (link). We strive to ensure that your privacy is protected and we never sell your information to anyone.

### **1. Types of Information We Collect**

When you visit our Site, utilize our Services or contact us, Watch Me Work and third parties may collect two types of information. First, we may collect personally identifiable information which is information that you knowingly choose to disclose to us, such as your name, email address, physical address, and telephone number. For individuals and entities transacting business with us, we collect information such as billing information, product purchase information, and product registration information. We gather this personally identifiable information at several points, depending upon your relationship with us.

Secondly, we may collect non-personally identifiable information which is collected on an aggregate basis as you browse our Site. We gather this Non-Personally Identifiable Information through the Site, such as internet protocol (IP) addresses, browser type, internet service provider (ISP), referring sites, date/time stamp, and other similar types of information.

### **2. How We Use Your Information**

We use Personally Identifiable Information for communicating with your, administering our business activities, completing transactions, and providing customer support services. In some circumstances, we may also use Personally Identifiable Information to notify you of changes to the Site, new services, or information that we think that you may find valuable. We use Non- Personally Identifiable Information to administer the Site, track users’ movements around the Site, analyze trends, and gather demographic information about our user base as a whole, for the purpose of enhancing the functionality of the Site.

If you have indicated interest in receiving information directly from a third party, we may provide such third party with information that may include but not be limited to your name, telephone number, postal address and email address. If you decide that you do

not wish to receive further communications from such third party, you will need to so notify such third party.

In general, we do not share your personally identifiable information with third parties. There are certain circumstances, however, under which we may be required to share such Personally Identifiable Information with select entities, such as:

We reserve the right to disclose your Personally Identifiable Information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process;

We may share Personally Identifiable Information with our current or future “affiliates” (which means any parents, subsidiaries, joint ventures, or other companies

#### Links to Third-Party Sites

The Watch Me Work may link to third-party websites and services that are outside of our control. Watch Me Work is not responsible for the privacy or security of any information collected by such third-party websites or services. You should review the privacy policies applicable to any such third-party websites or services that you use.

In the event that Watch Me Work goes through a business transition, such as a merger, acquisition by another company, or sale of all or substantially all of its assets, your Personally Identifiable Information may be transferred to such new entity.

### 3. Cookies

**Watch Me Work and some advertisers, service providers and other third parties that help manage and optimize Watch Me Work may place cookies on your computer or mobile device in connection with your use of Watch Me Work.**

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while visiting our site. Cookies can also enable us to track and target the interests of our Users to enhance the experience on our site. Usage of a cookie is in no way linked to any Personally Identifiable Information on our site. You can remove cookies from our site by following the directions provided in your internet browser's help file. Please be aware, however, that the removal of cookies may reduce the functionality of certain areas of the website.

Because an industry-standard Do-Not-Track protocol has not yet been established, our information collection practices on Watch Me Work will continue to operate as described in this Privacy Policy regardless of any "Do Not Track" signals that may be sent by certain browsers. However, you may refuse to accept cookies in order to prevent tracking activities. Please note that your web browser may not permit you to block the use of non-cookie tracking technologies, and those browser settings that block cookies may have no effect on such techniques.

We also contract with certain third parties to help manage and optimize Watch me Work who may also use cookies or other tracking technologies to collect information about your use of Watch Me Work. Some of the things this information is used for include delivering advertisements, measuring the effectiveness of advertisements, and learning how visitors use Watch Me Work.

#### Site Analytics

These cookies allow us to understand how Watch Me Work is being used, tracks site performance and make improvements.

Google Analytics > <https://policies.google.com/technologies/partner-sites>

#### Your California Privacy Rights

Users of Watch Me Work who are California residents may request certain information pursuant to California Civil Code Section 1798.83 regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an e-mail to [info@watchmework.com](mailto:info@watchmework.com) with "Request for California Privacy Information" in the subject line.

#### **4. Access to Your Information**

If you wish to review, correct, or delete any of your Personally Identifiable Information held by us, or change the ways in which we use such information, please contact us at the contact information provided below, and we will use commercially reasonable efforts to fulfill your request in a timely manner. Please note that some information may still be stored in certain locations, such as databases kept for archival purposes.

## **5. Confidentiality and Security**

Watch Me Work strives to provide reasonable and appropriate physical, procedural and electronic information security measures to protect both non-personally and personally identifiable information that is collected by or submitted to us.

## **6. Links to Other Sites**

Our Site contains links to other sites that are not owned or controlled by us. This Privacy Policy applies only to this site, and we are not responsible for the privacy practices of such other sites. We encourage you to be aware when you leave our site and to read the privacy statements of any other site that collects personally identifiable information.

## **7. Surveys & Contests**

From time-to-time our site requests information via surveys or contests. Participation in these surveys or contests is completely voluntary and you may choose whether or not to participate and therefore disclose this information. Information requested may include contact information such as your name and shipping address), as well as demographic information such as your zip code, age level, and the like. Contact information will be used to notify the winners and award prizes. Survey information will be used for purposes of monitoring or improving the use and satisfaction of this site.

## **8. Changes to This Privacy Policy**

We reserve the right to modify this Privacy Policy at any time. Any changes to our Privacy Policy will be posted to this web site, and shall immediately become effective upon such posting. Therefore, we encourage you to review this Privacy Policy frequently, so that you are aware of any changes to this Privacy Policy.

## **9. Children under the Age of 13**

This site is not designed or intended to attract children younger than 13. We do not collect personal information from any person that we actually know is younger than 13. If you have reason to believe that we have such information, please contact us

## **10. Contact Us**

If you have any questions or comments regarding this Privacy Policy, please contact us at:

Watch Me Work, Inc.

108 E Beaufort St, Normal, IL [info@watchmework.com](mailto:info@watchmework.com)