## 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, we 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.

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

under common control). 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

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.

#### 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