



Privacy Policy

There are many different ways you can use our services – to search for and share information, to communicate with other people or to redeem rewards. When you share information with us, for example by signing in or syncing with your LinkedIn® account, we can make those services even better – to show relevant connections in your network for a particular job. As you use our services, we want you to be clear how we're using information and the ways in which you can protect your privacy.

Our Privacy Policy explains:

- What information we collect and why we collect it.
- How we use that information.
- The choices we offer, including how to access and update information..

Information we collect

We collect information in two ways:

- **Information you give us.** When you sign up, the application requests basic profile information such as your name, your contact information and your contacts. This helps us to contact you in case you raise a technical support request or redeem a reward against your referral points. Further, the application requests access to your device storage such as files and images as well as camera to help you to upload a CV/ resume for a referral made against a job opening either by uploading a document, image or by clicking a photo of the CV/ resume.
- **Information we get from your use of our services.** This information includes:
 - **Device information**

We collect device specific information (such as your hardware model, operating system version, unique device identifiers, and mobile network information). This helps us:
 - **Log information**

When you use our services, we may automatically collect and store certain information. This includes:

 - details of how you used our service, such as your search queries.
 - Internet protocol address
 - device event information such as crashes, system activity, hardware settings, browser type, browser language, the date and time of your request and referral URL.
 - **Unique application numbers**

Certain services include a unique application number. This number and information about your installation (for example, the operating system type and application version number)

may be sent to us when you install or uninstall that service or when that service periodically contacts our servers, such as for automatic updates.

- **Local storage**

We may store information (including personal information) locally on your device using mechanisms such as application data caches.

How we use information we collect

We use the information we collect to provide, maintain, protect and improve services, to develop new ones, and to protect our application and our users.

Our automated systems analyze your profile information and your connections' profile information provided by LinkedIn® or Facebook® to pull up relevant connections for a particular job opening.

When you contact us, we keep a record of your communication to help solve any issues you might be facing. We may use your email address or phone number to inform you about our services, such as letting you know about upcoming changes or improvements.

The information about the points you accrue and redemption will be shared only with the authorized personnel in the Human Resources and Payroll team or otherwise designated by your company. This is done as part of a statutory requirement to enable deduction of withholding taxes as applicable by the law. Aggregate or summary information about your points may also be shared with other users from your organization.

We will ask for your consent before using information for a purpose other than those that are set out in this Privacy Policy.

We may process your personal information on a server located outside the country where you live.

Information you share

Our service let you share information such as a job description with others. Remember that when you share information publicly, it may be tracked and also indexed by search engines.

Accessing and updating your personal information

Whenever you use our services, we aim to provide you with access to your personal information. If that information is wrong, we strive to give you ways to update it quickly or to delete it – unless we have to keep that information for legitimate business or legal purposes. When updating your personal information, we may ask you to verify your identity before we can act on your request.

We may reject requests that are unreasonably repetitive, require disproportionate technical effort (for example, developing a new system or fundamentally changing an existing practice), risk the privacy of others, or would be extremely impractical (for instance, requests concerning information residing on backup systems).

Where we can provide information access and correction, we will do so for free, except where it would require a disproportionate effort. We aim to maintain our services in a manner that protects information

from accidental or malicious destruction. Because of this, after you delete information from our services, we may not immediately delete residual copies from our active servers and may not remove information from our backup systems.

Information we share

We do not share personal information with companies, organizations and individuals outside of your own and Ideas Unplugged Consultants LLP unless one of the following circumstances applies:

- **With your consent**

We will share personal information with companies, organizations or individuals outside of your own and Ideas Unplugged Consultants LLP when we have your consent to do so.

- **For external processing**

We provide personal information to our affiliates or other trusted businesses or persons to process it for us, for example to reward partners that help procure and deliver your rewards to you either electronically or physically. This is done based on our instructions and in compliance with our Privacy Policy and any other appropriate confidentiality and security measures.

- **For legal reasons**

We will share personal information with companies, organizations or individuals outside of your own and Ideas Unplugged Consultants LLP if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process or enforceable governmental request.
- enforce applicable Terms of Service, including investigation of potential violations.
- detect, prevent, or otherwise address fraud, security or technical issues.
- protect against harm to the rights, property or safety our users or the public as required or permitted by law.

We may share aggregated, non-personally identifiable information publicly and with our partners. For example, we may share information publicly to show trends about the general use of our services.

If Ideas Unplugged Consultants LLP is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information and give affected users notice before personal information is transferred or becomes subject to a different privacy policy.

Compliance and cooperation with regulatory authorities

We regularly review our compliance with our Privacy Policy. When we receive formal written complaints, we will contact the person who made the complaint to follow up. We work with the appropriate regulatory authorities, including local data protection authorities, to resolve any complaints regarding the transfer of personal data that we cannot resolve with our users directly.

Changes

Our Privacy Policy may change from time to time. We will not reduce your rights under this Privacy Policy without your explicit consent. We will post any privacy policy changes to you via your registered email and, if the changes are significant, we will provide a more prominent notice (including email notification of privacy policy changes).