

Privacy Policy – Job-posting.ai

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Job-posting.ai, a trade name of Matching.works Technologies B.V. (“**Job-posting.ai**,” “**we**,” “**us**,” and “**our**”) provides an AI powered tool to assist our customers in generating, writing, maintaining and downloading job postings. This Privacy Policy is designed to help you understand how we collect, use, and share your personal information and to help you understand and exercise your privacy rights.

1 - Scope

This Privacy Policy applies to personal information processed by us on our website, our services offered via the website located at www.job-posting.ai, and our related online and offline offerings. To make this Privacy Policy easier to read, our websites, our services offered via the website, and our related offerings are collectively called “**Services**.”

2 – Privacy Policy Changes

We may revise this Privacy Policy from time to time in our sole discretion. If there are any material changes to this Privacy Policy, we will notify you and require you to accept them before you may continue to use the Services.

3 – Personal Information Collection

The categories of personal information we collect depend on how you interact with us, our Services and the requirements of applicable law. We collect information that you provide to us, information we obtain automatically when you use our Services, and information from other sources such as third-party services and organizations, as described below.

(a) *Information You Provide to Us Directly*

We may collect the following personal information that you provide to us:

- *Account Creation*
We may collect information when you create an account, such as name and email address.
- *Use of our Services*
All information that is compiled during writing, maintaining and downloading job postings, such as function title, job location, job requirements, job offering, job pictures.
- *Your Communications*
We may collect personal information, such as email address, phone number, or mailing address when you request information about our Services, register for our newsletter or marketing, request customer or technical support, apply for a job or otherwise communicate with us.
- *Purchases*
We may collect personal information and details associated with your purchases, including payment information. In some cases, you may need to provide us with additional information to verify your identity before completing a transaction. Any payments made via our Services are processed by third-party payment processors. We do not directly collect or store any payment card information entered through our Services, but we may receive information associated with your payment card information (e.g., your billing details).
- *Surveys*
We may contact you to participate in surveys. If you decide to participate, you may be asked to provide certain information which may include personal information.
- *Interactive Features*
We and others who use our Services may collect personal information that you submit or

make available through our interactive features (e.g., collaboration tools, messaging and chat features, commenting functionalities, forums, blogs, and social media pages). Any information you provide on the public sections of these features will be considered “public,” unless otherwise required by applicable law, and is not subject to the privacy protections referenced herein.

- *Sweepstakes or Contests*
We may collect personal information you provide for any sweepstakes or contests that we offer. In some jurisdictions, we are required to publicly share information of sweepstakes and contest winners.
- *Conferences, Trade Shows, and Other Events*
We may collect personal information from individuals when we attend conferences, trade shows, and other events.
- *Business Development and Strategic Partnerships.*
We may collect personal information from individuals and third parties to assess and pursue potential business opportunities.
- *Job Applications*
We may post job openings and opportunities on our Services. If you reply to one of these postings by submitting your application, CV, resume and/or cover letter to us, we will collect and use your information to assess your qualifications.

(b) Information Collect Automatically

We may collect personal information automatically when you use our Services:

- *Automatic Data Collection.*
We may collect certain information automatically when you use our Services, such as your Internet protocol (IP) address, user settings, MAC address, cookie identifiers, mobile carrier, mobile advertising and other unique identifiers, browser or device information, location information (including approximate location derived from IP address), and Internet service provider. We may also automatically collect information regarding your use of our Services, such as pages that you visit before, during and after using our Services, information about the links you click, the types of content you interact with, the frequency and duration of your activities, and other information about how you use our Services. In addition, we may collect information that other people provide about you when they use our Services, including information about you when they tag you.
- *Cookies, Pixel Tags/Web Beacons, and Other Technologies.*
We, as well as third parties that provide content, advertising, or other functionality on our Services, may use cookies, pixel tags, local storage, and other technologies (“**Technologies**”) to automatically collect information through your use of our Services.

Cookies

Cookies are small text files placed in device browsers that store preferences and facilitate and enhance your experience.

Pixel Tags/Web Beacons

A pixel tag (also known as a web beacon) is a piece of code embedded in our Services that collects information about engagement on our Services. The use of a pixel tag allows us to record, for example, that a user has visited a particular web page or clicked on a particular advertisement. We may also include web beacons in e-mails to understand whether messages have been opened, acted on, or forwarded.

Our uses of these Technologies fall into the following general categories:

1 - Operationally Necessary

This includes Technologies that allow you access to our Services, applications, and tools that are required to identify irregular website behavior, prevent fraudulent activity and improve security or that allow you to make use of our functionality;

2 - Performance related

We may use Technologies to assess the performance of our Services, including as part of our analytic practices to help us understand how individuals use our Services (see Analytics below);

3 - Functionality related

We may use Technologies that allow us to offer you enhanced functionality when accessing or using our Services. This may include identifying you when you sign into our Services or keeping track of your specified preferences, interests, or past items viewed.

4 - Advertising or Targeting related

We may use first party or third-party Technologies to deliver content, including ads relevant to your interests, on our Services or on third-party websites.

See [Section 6](#) below to understand your choices regarding these Technologies.

- **Analytics.**
We may use Technologies and other third-party tools to process analytics information on our Services. Some of our analytics partners include Google Analytics. For more information, please visit [Google Analytics' Privacy Policy](#). To learn more about how to opt-out of Google Analytics' use of your information on our website, please click [here](#).
- **Social Media Platforms.**
Our Services may contain social media buttons (that might include widgets such as the “share this” button or other interactive mini programs). These features may collect your IP address, which page you are visiting on our Services, and may set a cookie to enable the feature to function properly. Your interactions with these platforms are governed by the Privacy Policy of the company providing it.

(c) Information Collected from Other Sources

We may obtain information about you from other sources, including through third-party services and organizations. For example, if you access our Services through a third-party application, such as an app store, a third-party login service, or a social networking site, we may collect information about you from that third-party application that you have made available via your privacy settings.

4 - Use of Your Information

We use your information for a variety of business purposes, including to provide our Services, for administrative purposes, and to market our products and Services, as described below.

(a) Provide Our Services

We use your information to fulfil our contract with you and provide you with our Services, such as:

- Managing your information and accounts;
- Providing access to certain areas, functionalities, and features of our Services;
- Answering requests for customer or technical support;
- Communicating with you about your account, activities on our Services, and policy changes;
- Processing your financial information and other payment methods for products or Services purchased;
- Processing applications if you apply for a job, we post on our Services; and
- Allowing you to register for events.

(b) Administrative Purposes

We use your information for various administrative purposes, such as:

- Pursuing our legitimate interests such as direct marketing, research and development (including marketing research), network and information security, and fraud prevention;
- Ensuring internal quality control and safety;
- Debugging to identify and repair errors with our Services;
- Detecting security incidents, protecting against malicious, deceptive, fraudulent or illegal activity, and prosecuting those responsible for that activity;
- Measuring interest and engagement in our Services;
- Short-term, transient use, such as contextual customization of ads;
- Improving, upgrading or enhancing our Services;
- Developing new products and Services;
- Authenticating and verifying individual identities;
- Auditing relating to interactions, transactions and other compliance activities;
- Enforcing our agreements and policies; and
- Complying with our legal obligations.

(c) *Marketing and Advertising our Products and Services*

We may use personal information to tailor and provide you with content and advertisements. We may provide you with these materials as permitted by applicable law.

Some of the ways we may market to you include email campaigns, custom audiences advertising, and “interest-based” or “personalized advertising,” including through cross-device tracking.

If you have any questions about our marketing practices or if you would like to opt out of the use of your personal information for marketing purposes, you may contact us at any time as set forth below.

(d) *Other Purposes*

We also use your information for other purposes as requested by you or as permitted by applicable law.

- *Consent*
We may use personal information for other purposes that are clearly disclosed to you at the time you provide personal information or with your consent.
- *Share Content*
Our Services may offer various tools and functionalities. For example, we may allow you to provide information about your friends or colleagues through our referral services. Our referral services may allow you to forward or share certain content with a friend or colleague, such as an email inviting your friend to use our Services.
- *De-identified & Aggregated Information*
We may use personal information and other information about you to create de-identified and/or aggregated information, such as de-identified demographic information, de-identified location information, information about the device from which you access our Services, or other analyses we create.

5. The Disclosure of Your Information

We disclose your information to third parties for a variety of business purposes, including to provide our Services, to protect us or others, or in the event of a major business transaction such as a merger, sale, or asset transfer, as described below.

(a) *Disclosures to Provide our Services*

The categories of third parties with whom we may share your information are described below.

- *Service Providers*
We may share your personal information with our third-party service providers who use that information to help us provide our Services. This includes service providers that provide us with IT support, hosting, payment processing, customer service, and related services.
- *Business Partners*
We may share your personal information with business partners to provide you with a product or service you have requested. We may also share your personal information to business partners with whom we jointly offer products or services.
- *Other Job-posting.ai Users*
When you use the Services, including Job-posting.ai's interactive features, you may direct Job-posting.ai to share certain information with other Job-posting.ai users. This information can include personal information about yourself and details about your work and your use of the Services.
- *Advertising Partners*
We may share your personal information with third-party advertising partners. These third-party advertising partners may set Technologies and other tracking tools on our Services to collect information regarding your activities and your device (e.g., your IP address, cookie identifiers, page(s) visited, location, time of day). These advertising partners may use this information (and similar information collected from other services) for purposes of delivering personalized advertisements to you when you visit digital properties within their networks. This practice is commonly referred to as "interest-based advertising" or "personalized advertising."
- *Affiliates*
We may share your personal information with our company affiliates, for our administrative purposes including activities such as IT management, for them to provide services to you, or to support and supplement the Services we provide.
- *APIs and SDKs*
We may use third-party application program interfaces ("**APIs**") and software development kits ("**SDKs**") as part of the functionality of our Services. For more information about our use of APIs and SDKs, please contact us as set forth below.

(b) Disclosures to Protect Us or Others

We may access, preserve, and disclose any information we store associated with you to external parties if we, in good faith, believe doing so is required or appropriate to: comply with law enforcement or national security requests and legal process, such as a court order or subpoena; protect your, our, or others' rights, property, or safety; enforce our policies or contracts; collect amounts owed to us; or assist with an investigation or prosecution of suspected or actual illegal activity.

(c) Disclosure in the Event of Merger, Sale, or Other Asset Transfers

If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, purchase or sale of assets, or transition of service to another provider, your information may be sold or transferred as part of such a transaction, as permitted by law and/or contract.

6. Privacy Choices & Rights

(a) Your Privacy Choices

The privacy choices you may have about your personal information are determined by applicable law and are described below.

- **Email Communications.** If you receive an unwanted email from us, you can use the unsubscribe link found at the bottom of the email to opt out of receiving future emails. Note that you will continue to receive transaction-related emails regarding products or Services you have requested. We may also send you certain non-promotional communications regarding us

and our Services, and you will not be able to opt out of those communications (e.g., communications regarding our Services or updates to our Terms of Service or this Privacy Policy).

- Cookies and Interest-Based Advertising. You may stop or restrict the placement of Technologies on your device or remove them by adjusting your preferences as your browser or device permits. However, if you adjust your preferences, our Services may not work properly. Please note that cookie-based opt-outs are not effective on mobile applications. However, you may opt-out of personalized advertisements on some mobile applications by following the instructions for [Android](#), [iOS](#) and [others](#).
- “Do Not Track.” Do Not Track (“DNT”) is a privacy preference that users can set in certain web browsers. Please note that we do not respond to or honor DNT signals or similar mechanisms transmitted by web browsers.

Please note you must separately opt out in each browser and on each device.

(b) Your Privacy Rights

In accordance with applicable law, you may have the right to:

- Access Personal Information about you, including: (i) confirming whether we are processing your personal information; (ii) obtaining access to or a copy of your personal information;
- Request Correction of your personal information where it is inaccurate, incomplete or outdated. In some cases, we may provide self-service tools that enable you to update your personal information;
- Request Deletion, Anonymization or Blocking of your personal information when processing is based on your consent or when processing is unnecessary, excessive or noncompliant;
- Request Restriction of or Object to our processing of your personal information;
- Withdraw Your Consent to our processing of your personal information. If you refrain from providing personal information or withdraw your consent to processing, some features of our Service may not be available;
- Request a portable copy of your personal information;
- Be Informed about third parties with which your personal information has been shared; and
- Request the Review of decisions taken exclusively based on automated processing if that could affect data subject rights.

If you would like to exercise any of these rights, please contact us as set forth in [Section 12](#) below. We will process such requests in accordance with applicable laws

7 - How We Secure Your Information

We take steps to ensure that your information is treated securely and in accordance with this Privacy Policy. Unfortunately, no system is 100% secure, and we cannot ensure or warrant the security of any information you provide to us. To the fullest extent permitted by applicable law, we do not accept liability for unauthorized disclosure.

By using our Services or providing personal information to us, you agree that we may communicate with you electronically regarding security, privacy, and administrative issues relating to your use of our Services. If we learn of a security system’s breach, we may attempt to notify you electronically by posting a notice on our Services, by mail or by sending an email to you.

8 - (International) Data Transfers

All information processed by us may be transferred, processed, and stored anywhere in the world, including, but not limited to, The Netherlands, the United States or other countries, which may have data protection laws that are different from the laws where you live. We endeavor to safeguard your information consistent with the requirements of applicable laws.

9 - Retention of Personal Information

We store the personal information we collect as described in this Privacy Policy for as long as you use our Services or as necessary to fulfill the purpose(s) for which it was collected, provide our Services,

resolve disputes, establish legal defenses, conduct audits, pursue legitimate business purposes, enforce our agreements, and comply with applicable laws.

10 - Children's Information

The Services are not directed to children under 18 (or other age as required by local law), and we do not knowingly collect personal information from children. If you learn that your child has provided us with personal information without your consent, you may contact us as set forth below. If we learn that we have collected a child's personal information in violation of applicable law, we will promptly take steps to delete such information.

11 - 3rd Party Websites & Applications

The Services may contain links to other websites/applications and other websites/applications may reference or link to our Services. These third-party services are not controlled by us. We encourage our users to read the privacy policies of each website and application with which they interact. We do not endorse, screen or approve, and are not responsible for, the privacy practices or content of such other websites or applications. Providing personal information to third-party websites or applications is at your own risk.

12 - Contact

Job-posting.ai, a trade name of Matching.works Technologies B.V., is the controller of your personal information. If you have any questions about our privacy practices or this Privacy Policy, or to exercise your rights as detailed in this Privacy Policy, please contact us at:

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