

## IT DATA PRIVACY POLICY

This policy is for employment with CoWorx Staffing Services LLC, and its affiliated companies including but not limited to Access Staffing Services LLC (collectively, "CoWorx").

### Policy

Welcome to our IT Data Privacy Policy. We provide employee and employment services to jobseekers and employers.

The Privacy Policy explains how we collect, use, disclose, and secure information we obtain through the "Site." The terms "**CoWorx**," "**we**," and "**us**" include CoWorx Staffing LLC and our affiliates and subsidiaries. This Privacy Policy is incorporated by reference into our [Terms of Use](#): (Refer to CoWorx IT Website Terms of Use). Any capitalized terms used and not defined in this Privacy Policy shall have the meaning given to them in the Terms of Use.

The "**Site**" means any website, mobile application, or Internet service under the control of CoWorx Staffing LLC, whether partial or otherwise, in connection with providing an online platform for CoWorx' services.

"**Personal Information**" means information that alone or when in combination with other information may be used to readily identify, contact, or locate you, such as: name, address, email address, or phone number.

### The Site Collects Your Information

**Information You Submit to Use the Site.** To use the Site, you may need to provide information about yourself, such as your name, address, telephone number, email address, and Social Security number. You may also provide other optional information.

**Surveys.** We may invite you to participate in surveys, and we receive any information you provide when participating in those surveys.

**Communicate with Us.** We collect information about you through your communications with our customer-support team or through other communications with us, including through social media.

**From Other Sources.** We may receive information about you from third parties. We may combine this information with other information about you that we received through the Site.

### **Automatic Data Collection:**

**Cookies and Related Technologies.** When you visit our Site or open our emails, we and our third-party partners, such as advertising networks, social media widgets, and analytics providers, collect certain information by automated means, such as cookies, web beacons and web server logs. By using the Site, you consent to the placement of cookies, beacons, and other similar technology in your browser and on emails in accordance with this Privacy Policy. The information collected in this manner includes IP address, browser characteristics, device IDs and characteristics, operating system version, language preferences, referring URLs, and information about the usage of our Site. We may use this information, for example, to determine how many users have visited certain pages or opened messages or newsletters, or to prevent fraud. We may link this data to your profile. Our partners also may collect and combine information

collected on our Site and emails with other information about your online activities over time, on other devices, and on other websites or apps, if those websites and apps also use the same partners. We currently use Google Analytics to collect and process certain website usage data. To learn more about Google Analytics and how to opt out, please visit [www.google.com/policies/privacy/partners/](http://www.google.com/policies/privacy/partners/). You may be able to change browser settings to block and delete cookies when you access the Site through a web browser. However, if you do that, the Site may not work properly. The Site does not respond to browser do-not-track signals.

### [How COWORX Uses Your Information](#)

**Internal and Service-Related Usage.** We use information for internal and service-related purposes, including processing checks and producing tax forms. We may use and retain any data we collect to provide and improve any of our services.

**Communications.** We may send emails to the email address you provide to us and text messages to any cellphone number you provided to us for informational and operational purposes, such as job notifications, customer service, system maintenance, and other Site-related purposes.

**Aggregate Data.** We make anonymous or aggregate data collected through the Site and may use and disclose it for any purpose.

### [COWORX May Disclose Your Information](#)

**Employment Services.** If you are a jobseeker and submit your information to the Site for purposes of applying to a job listed on the Site, we may share the information you submit with potential employers. If you are a potential employer listing a job on the Site, we may share the information you submit with jobseekers.

**We Use Vendors and Service Providers.** We share information we receive with vendors and service providers that perform services for us.

**Marketing and Advertising Partners.** We do not rent, sell, or share personal information (as defined by California Civil Code §1798.83) about you that we collect on the Site with other people or unaffiliated companies for their direct marketing purposes, unless we have your permission. We allow access to your information to enable the delivery of online advertising to you and others on the Site and on other websites and online services from us and our third-party advertising partners, or to send you information we think may be useful or relevant to you.

You may be able to opt out of receiving personalized advertisements on this browser or device from advertisers, or other advertising networks who are members of the Network Advertising Initiative or who subscribe to the Digital Advertising Alliance's Self-Regulatory Principles for Online Behavioral Advertising by visiting the opt-out options of each of those organizations. Links to those sites are here:

Network Advertising Initiative:

- Browser Opt-Out: <https://www.networkadvertising.org/choices/>

Digital Advertising Alliance:

- Browser Opt-Out: <https://www.aboutads.info/choices/>

When you opt out of personalized advertising, you may continue to see online advertising on the Site and/or our ads on other websites and online services.

**Legal and Similar Disclosures.** We may access, preserve, and disclose your information, if we believe doing so is required or appropriate to: comply with law enforcement requests and legal process, such as a court order or subpoena; respond to your requests; comply with the law; or protect your, our, or others' rights, property, or safety.

**Merger, Sale, or Other Asset Transfers.** If we are involved in a merger, acquisition, financing due diligence, reorganization, bankruptcy, receivership, sale of company assets, or transition of service to another provider, your information may be disclosed in connection with the negotiation of such transaction, and/or sold or transferred as part of such a transaction as permitted by law and/or contract.

**With Your Permission.** We may also disclose your information with your permission.

### [Information Security](#)

We take steps in effort to treat your information securely and in accordance with this Privacy Policy. Unfortunately, the Internet cannot be guaranteed to be 100% secure, and we cannot ensure or warrant the security of any information you provide to us.

### [Children's Privacy](#)

We do not knowingly collect, maintain, or use personal information from children under 13 years of age, and no part of the Site is directed to children under the age of 13. If you learn that your child has provided us with personal information without your consent, you may alert us at [policies@coworxstaffing.com](mailto:policies@coworxstaffing.com). If we learn that we have collected any personal information from children under 13, we will promptly take steps to delete such information.

### [International Users](#)

If you are using the Site, you agree to the transfer of your information to the United States and processing globally. By providing your information you consent to any transfer and processing in accordance with this Privacy Policy.

### [Update Your Information Or Pose A Question Or Suggestion](#)

If you would like to request that we update or correct any information that you have provided to us through your use of the Site or otherwise, or if you have suggestions for improving this Privacy Policy, please send an email to [policies@coworxstaffing.com](mailto:policies@coworxstaffing.com).

### [Changes To Our Privacy Policy And Practices](#)

**Posting of a Revised Privacy Policy.** We may make changes to this Privacy Policy from time to time, and the revised version will be effective when it is posted. If we make any material changes, we will let you know through the Site, by



email, or other communication. We encourage you to read this Privacy Policy periodically to stay up-to-date about our privacy practices. As long as you use the Site, you are agreeing to this Privacy Policy and any updates we make to it.

#### **Contact Information**

CoWorx Staffing LLC  
412 Mt Kemble Ave, Ste 200C  
ATTN: IT Department  
Morristown, NJ 07960  
[policies@coworxstaffing.com](mailto:policies@coworxstaffing.com)