

PRIVACY POLICY

At Nibity transparency and privacy are part of the core of our business. We care about your privacy as much as you do and we are committed to being transparent about how your personal data is processed. This policy explains our privacy practices and within its context the terms “personal data” and “personal information” may be used interchangeably.

By registering on our job site you confirm that you have read, understand this policy and agree to be bound by its provisions, including how and why we use your personal information. If you don't want us to collect or process your personal data in the manner described in this policy, you should not continue with your application.

INFORMATION COLLECTED OR RECEIVED

In order to assess your application, and, should it be successful, enter into an independent contractor agreement with you, we require a certain amount of information from you which we need to process. This information may come from a variety of sources and may include:

INFORMATION REQUIRED TO BE PROVIDED BY YOU

We require your full name and email address and you may also provide us with a telephone number. If you upload any media for processing which contains personal data, that data will also be processed and stored by us as necessary for assessing your application.

INFORMATION PROVIDED FROM YOUR USE OF OUR WEBSITE

We may gather certain information about you from your use of our website, such as your general location and IP address, for analytics. Your operating system, version, browser and browser version, and device type may also be collected. This information is not stored by us at any time.

INFORMATION PROVIDED BY A THIRD PARTY

Information about your browsing activity on our site as well as data about which pages you visited may be collected by third-parties in the interests of providing live support and issue troubleshooting should a problem occur while you are browsing the website. Although this data is gathered by a third-party, access to it is restricted to ourselves. For more information on how this information is gathered, please refer to our [Cookie Policy](#).

INFORMATION PROVIDED TO YOU ABOUT THIRD PARTIES

The personal data of third parties may be provided to you by us in the course of the application process: for instance, when you are completing our online or offline assessment. Any information obtained in this way may not be disclosed or used by you in any way other than as indicated by us in our instructions to you. Policy surrounding retention and security extends to this information as well. If you, as an applicant, provide us with the personal data of a third party, the onus is on you to obtain processing consent from that party.

CHOICE, CONTROL & CONSENT REGARDING PERSONAL DATA

You have the right to request from us access to your personal data. You may also request the rectification or erasure of it. Or you may request restriction of its processing or object to the processing and you may also request receipt of it for transmission to another entity. Should you have given explicit consent for the collection of any of your data, you have the right to withdraw such consent at any time. All of these rights are subject, of course, to our right to retain your data for any purpose required by law.

Any of the above requests should be directed in writing to the Data Protection Officer at dpo@waywithwords.net.

INFORMATION USE AND LEGAL BASIS FOR PROCESSING

We use the information we collect for the purposes outlined below. Most often our legal basis for processing your data is when it is necessary to assess your application with a view to the possibility of entering into an independent contractor agreement with you and, in the event that your application is successful, as part of maintaining our contractual relationship with you thereafter. Additionally, processing may occur as part of our legitimate business interests, such as in improving, personalising, and developing our application process and promoting safety and security as described below.

PROVIDE, MAINTAIN AND PERSONALISE THE SERVICES

Using the information we obtain, we are able to assess your application as well as use your approximate location to ensure you get appropriate information for the region you are in and to display contact details for our nearest office.

IMPROVE AND DEVELOP THE SERVICES

We also use the information we collect to troubleshoot and protect against errors which you might experience in the application process. We may also use this information to determine areas of the process that can be

improved upon or to ascertain the viability of new developments and features.

COMMUNICATION

We will use your information to communicate with you and send you notifications. We also use your information to provide you with assistance should you contact us for any reason. From time to time we may communicate with you regarding updates or changes.

SAFETY AND SECURITY

We use the information we collect to promote the safety and security of the application process. For example, we may use the information to authenticate applicants, protect against fraud and abuse, respond to a legal request or claim, conduct audits, and enforce our terms and policies.

TRANSFERS

Way With Words operates a global service and it may be necessary to transfer your data and information to other countries for processing. We rely on numerous legal bases to lawfully transfer personal information, including EU model contractual clauses, which contain certain security and privacy protections.

SHARING OF DATA

We share your personal data with others in the specific circumstances described below.

FOR EXTERNAL PROCESSING

We may transfer personal data to:

1. Service providers such as data hosts who process it on our behalf, based on our instructions, and in compliance with this policy and any other appropriate confidentiality and security measures. These partners provide us with services globally, including customer support, information technology, marketing, analytics and data analysis.
2. Sub-contractors who are contractually bound by strict confidentiality and data protection clauses.

FOR LEGAL REASONS OR TO PREVENT HARM

We may preserve or disclose information about you to comply with a law, regulation, legal process, or governmental request; to assert legal rights or defend against legal claims; or to prevent, detect, or investigate illegal activity, fraud, abuse, violations of our terms, or threats to the security of the application process or the physical safety of any person.

SECURITY

We have taken the measures listed below to mitigate as many issues as possible when processing your data:

DATA AT REST

The safety and security of your data is as important to us as if it were our own. To that end we have taken all measures we can to keep it from prying eyes and malicious parties. Your provided identity and billing data are securely stored within one of our databases, access to which is restricted to only the least number of people necessary to provide the services.

DATA IN TRANSIT

All of Way With Words' websites and services are secured with [Transport Layer Security version 1.2 \(TLSv1.2\)](#) encryption using only the most secure ciphers and algorithms to protect your data as it moves between your device and our servers.

Please note, however, that email is not a particularly secure method of communication and we cannot be held liable for any leak of data resulting from the interception or forgery of email.

RETENTION AND DELETION

Your personal information is retained by us only for as long as is necessary for us to assess your application or, should we enter into an independent contractor agreement with you, for as long as is required by that relationship and/or by law.

POLICY REGARDING MINORS

In order to create an account, an applicant must be at least eighteen (18) years of age, or any higher minimum age within the jurisdiction where the applicant resides. In the event we are made aware that we have collected the personal information of a minor, we will take steps to delete this information as soon as possible.

Parents or guardians who believe that their child has submitted personal information to us and would like to have it deleted may contact the Data Protection Officer at dpo@waywithwords.net.

POLICY CHANGES

Should we find it necessary to amend or alter this policy, all changes will be posted online. In the event that any changes are made that we believe impact you significantly, we will let you know by doing one (or more) of the

following: (i) posting a notice on our website, or (ii) sending you an email about the changes.

CONTACT

If you have any concerns or questions about our policy or our use of your information, or if you are seeking to exercise any of your statutory rights, please contact our Data Protection Officer at dpo@waywithwords.net.

You may contact us at:

Way With Words t/a Nibity
90 Long Acre
Covent Garden
London, WC2E 9RZ
United Kingdom

If you feel that your rights have been infringed in any way, you have the right to complain to your local data protection authority or with the [Information Commissioner's Office](#).