



## Privacy Policy

Effective Date: **October 1, 2015**

Last Update: **May 31, 2022**

At Worders, we collect and manage user data as per the Privacy Policy presented below.

### Data Collected

During the time you browse without connecting, we collect data anonymously. These mostly have to do with your behavior as a visitor (for instance, the pages viewed, the time on each page, the navigation path, the browser used, your screen resolution, etc.) Following registration, this data is analyzed and structured to enable us to continue to improve our performance and to offer you an even more complete and efficient user experience. At the time you create your user account, certain personal and professional information is requested, such as your first and last names, email addresses, and password. This information is stored in our database and enables us to populate your profile in a secure manner. Some data, such as your PayPal user name and your banking information, are required to validate your user account. This requirement is the expression of our desire to make our collaboration as secure and as reliable as possible. The mailing address, for instance, is required for the issuance of subsequent invoices or debit notes in proper and due form from the accounting standpoint.

At the time a client or author account is created, it is also possible to provide some optional pieces of information, such as your professional references, your user IDs for the various services, etc. These are needed to refine your profile and therefore, our knowledge of your path considerably to improve the targeting. Knowing your city of residence, for example, enables us to suggest your profile to a client with a need for specific local knowledge. In most cases, you have a right to review with respect to displaying this information in the public profile provided to you by Worders.

### Data Capture

Our servers continuously capture all user actions (saving a document, modifying a profile, etc.) and the associated data (IP address, connection location, etc.) These data are stored and analyzed to improve service.

### Use of Data

Under no circumstances are personal data that you provide to us shared without your consent. Worders may be required to use this information to contact you by email or any other known means of communication. These communications may be for promotional purposes or have to do with available missions. Your data may also be used to send you automatic notifications or alerts related to your user account activity. You are completely free to modify the communication methods and preferences in the areas within your user account that are designed for that purpose.

### Data Sharing

Under no circumstances is your personal information disclosed to third parties or ever will be. Some of it may possibly be used in external automated services but only for the purposes of anonymous analysis and always with a view to optimizing the services offered by Worders. The abovementioned services include without limitation Matomo (traffic analysis) and Sengrid (transactional emails). We also offer you the opportunity to enhance your profile with your user IDs from the principal social media. In no way can Worders be held responsible for any issue following the publication of these personal data.

### Cookies

Same as almost all Internet sites, Worders uses a system of cookies to gather and save data related to your use of the services. A cookie is a small data file that, once downloaded to your computer through your browser helps establish a link between your hardware, your actions, and our servers.

### Updates to Privacy Policy

It is possible that on occasion, we will need to let our privacy policy evolve. Whereas minor updates will be implemented in real-time without prior or subsequent notification, major updates will always be signaled to you either by email (at the address associated with your user account) or using visual devices placed in the path you take to navigate through Worders' services. Any new automatic or manual connection to the services shall be deemed as acceptance of the updates and this agreement shall not be subject to any dispute.

### Questions

If there is something in our privacy policy that is unclear to you, please do not hesitate to reach out to us by email at [contact@worders.net](mailto:contact@worders.net).