## **Privacy Policy**

OutsourceMyJob takes data privacy very seriously. This privacy policy clarifies who we are, how we amass, share and use Individual Information, and how you can isometrics your privacy rights.

This Privacy Policy also describes how we process 'personal data' about the public in the European Union (EU), as obligatory under the General Data Protection Regulation (GDPR).

We will review this policy frequently, and we may bring up-to-date it from time to time.

## The Categories Of Personal Information and Data We Collect And Hold

We accumulate personal information about our users in directive provide our products, services, and customer support. Our products, services, and customer support are provided over many platforms counting but not limited to: websites, mobile phone apps, email, and telephone. The exact platform and product, service, or support you cooperate with may distress the personal data or information we collect.

Not all information or data requested, collected, and processed by us is "Personal Information" as it does not classify you as an exact usual individual. This will contain the mainstream of "User Generated Content" that you provide us to share with other users. Such "Non-Personal Information" is not enclosed by this privacy policy. Though, as non-personal information or data may be used in cumulative or be linked with present personal information; when in this system it will be preserved as personal information. As per such, this privacy policy will list both types of information or data for the sake of transparency.

In some condition users may provide us with personal information or data without us requesting for it, or over means not envisioned for the collection of specific types of information. Even as we may take sensible steps to protect this information or data, the user will have sidestepped our structures, processes, and control and therefore the information or data provided will not be ruled by this privacy policy.

In some circumstances, users may provide us personal information or data over platforms that are outside our control; for example, over social media or forums. Even as any information or data collected by us is governed by this Privacy Policy, the platform by which it was interconnected will be governed by its Privacy Policy.

# How We Collect Individual Information & Data

## Information That You Precisely Give Us

While you use our products and services you possibly will be requested to provide certain kinds of personal information or data. This might occur through our website, applications, online chat systems, telephone, paper forms, or in-person conferences. We will give you an Assortment Announcement at the time, to clarify how we will use the personal information or data we are asking for. The announcement can be written or verbal.

We may request, collect, or process the succeeding information & data:

* **Account Details**– For account details, you have to provide your username, password, profile picture.
* **Contact Details**- For **Contact**details, you have to provide your email address, phone number.
* **Location Details**- For **Location**details, you have to provide your physical address, billing address, time zone.
* **Identity Details**- For **Identity**details, you have to provide your full name, proof of identity (e.g. driver’s license, passport), proof of address (e.g. utility bill), the photograph of the user.
* **Financial Information**- For **Financial clarification,**you have to provide your credit card details, wire transfer details, payment processor details (e.g. skrill, PayPal), tax numbers.
* **User Generated Content**– You have to provide project descriptions and attachments, bid description, user profiles, user reviews, contest descriptions and attachment, user messages, etc.

## Information & Data That We Collect From Others

Users can give authorization for us to connect to their accounts on other platforms to collect personal information and data. This contains but is not limited to Facebook, LinkedIn, and Google. Information collected will be administered by this Privacy Policy. Users can stopover us from collecting data from other platforms by eliminating our entree on the other platform or by contacting our support team.

Users have the aptitude to invite non-users to our platform by providing contact details such as email addresses. In these environments, the information or data will be collected and kept by us to contact the non-user and to avoid abuse of the invite systems.

Your payment provider may transmit information or data about the payment that we may collect or development.

In some conditions, personal information or data of users may be collected from public sources.

We may collect or process the succeeding information:

* **Basic Details**– For basic details we may collect username, profile picture.
* **Contact Details**-For contact details we may collect email addresses, phone numbers.
* **Location Details**– For location details, we will collect your physical address, billing address, time zone.
* **Financial Information**-For financial clarification, we may accumulate your payment account specifics (e.g. PayPal email address and also your corporeal address), and wire transfer details.
* **Incline of acquaintances**- email breadwinner address book.

# Information & Data We Collect As You Usage Our Service

We preserve archives of the communications we have with our users, counting the products, services and customer sustenance we have provided. This embraces the connections our users have with our platform such as when a user has observed a page or clicked on a button.

With the intention of delivering certain products or services, we may submissively gather your GPS coordinates, where obtainable from your device. Utmost up-to-date devices such as smartphones will display an authorization request when our platform appeals to this data.

When we are contacted, we may accumulate your personal information or data that is fundamental to communication.

E.g., if we are contacted through email, we will accumulate the email address used.

We possibly will collect or process the succeeding information & data:

**Metadata**– For metadata we will probably collect IP address, pc (computer or laptop) and connection information, referring web page, standard web log information, language settings, time zone, etc.

**Device Information**– For device information device identifier, device type, device plugins, hardware capabilities, etc.

**Location**– For your location, we will track your GPS position

**Actions**– In action portion, we may collect pages viewed, buttons clicked, time spent viewing, search keywords, etc.

# Links To Further Sites

On outsource my job website, you will encounter links to third party websites. These links possibly will be from us, or they may give the impression as content generated by other users. These linked websites are not under our regulator and thus we are not in charge of their activities. Formerly providing your personal information or data through any other website, we recommend you to observe the terms and conditions of using that website and its privacy policy.

# How We Use Personal Information & Data

The information or data we demand, collect, and process is largely used to provide users with the product or service they have demanded. More explicitly, we may use your personal information or data for the succeeding purposes:

* to deliver the service or product you have demanded;
* to simplify the formation of a User Contract (perceive Terms of Service for more information);
* to deliver technical or other support to users;
* to response reviews about our services, or to answer to a criticism;
* to endorse our other programs, products or services which may be of concentration to you (unless you have picked out from such communications);
* to permit for debugging, testing and or else activate our platforms;
* to comportment data analysis, research and otherwise build and advance our platforms;
* to obey lawful and supervisory responsibilities;
* if or else acceptable or compulsory by law; or
* for other determinations with your consent, unless you take out your consent for these purposes.
* The 'lawful processing' estates on which we will use personal information or data about our users are (but are not limited to):
* when a user or customer has specified consent;
* when essential for the performance of a contract to which the user or customer is a party;
* processing is compulsory for acquiescence with our legal responsibilities;
* processing is essential to defend the vibrant interests of our users or another natural person.
* processing is done in following our authentic interests, where these interests do not trespass on the rights of our users or customers.

We use automatic choice when helping matching users to jobs. The chief way this happens is through how we rank our users. These rankings are formed by analyzing user produced content, the activity of users and the outcome of jobs; in this context, user produced content will embrace reviews that users take when completing their jobs. Further information on these ranking guides can be initiate in our community articles. Automatic choice making is also used to commend probable jobs to our users or regular customers and as a part of our market security structures.

# When We Reveal Personal Information or Data

## Our Third-Party Service Providers

The personal information or data of users or customers may be detained or administered on our behalf exterior Australia, counting 'in the cloud', by our third-party service providers. Our third-party service providers are destined by contract to only use your personal information or data on our behalf, underneath our commands.

Our third-party service providers embrace:

* Cloud hosting, storage, networking and so on providers
* SMS (Short Message Service) providers
* In Payment and banking providers
* Also Marketing and analytics providers
* Also provides Security

# Other Discoveries And Transfers

We may also unveil your personal information or data to third parties for the succeeding purposes:

* if required, to deliver the service or product you have demanded;
* we obtain court orders, summonses or other requirements for information by law administration;
* if or else allowable or essential by law; or
* for other determinations with your consent.

As we are a worldwide business company, with offices around the world, your personal information or data may be administered by supervise in any of our offices. OutsourceMyJob presently has offices in Bangladesh, The United Kingdom, and UAE.

# Retrieving, Correcting, Or Downloading Your Personal Information or Data

You have the right to demand entree to the personal information or data that is OutsourceMyJob holds about you. Except for an exclusion smears, we must permit you to see the personal information or data we hold about you, within a judicious time retro, and without unreasoning expenditure for no charge. Utmost personal information or data can be retrieved by logging into your account. If you request to entree information or data that is not reachable through the platform or request to download all personal information or data, we hold on you in a transportable data format, please kindly contact our Privacy Officer.

You also have the right to demand the correction of the personal information or data we hold about you. All your personal information or data can be modernized through the user settings pages. If you necessitate support please kindly contact our customer support.

# Exercising Your Other Privileges

You have a numeral of other privileges relative to the personal data and information that OutsourceMyJob holds about you, nevertheless, there may be some boundaries on how you may exercise the privileges. This is principally owing to the nature of the products and services we afford. Much of the data and information we accumulate is to simplify contracts between users or customers, facilitate payments, and deliver safety for the genuine users or customers of our marketplace - these data and information uses are endangered in contradiction of the below privileges.

## You have the precise to:

* to seek human assessment of mechanized decision-making or summarizing
* opt-out of straight marketing, and summarizing for marketing
* removal
* provisional restraint of processing

**Human review of mechanized choice-making / summarizing** - In the situation of our standing algorithms, it is not imaginable to work out this privilege as this standing is an essential portion of the marketplace that users or customers contribute in, electing out would mean not being able to contribute in the marketplace. Choices upsetting marketplace safety are previously reviewed by humans.

**Straight marketing and summarizing** – In Outsourcemyjob users or customers can governor what emails they receive by their settings page.

**Expurgation** - Maximum personal information and data of user produced content cannot be removed as they are rummage-sale to sustenance contracts between users or customers, document economic transactions, and are used in as long as shielding other authentic users or customers of the marketplace. In the occasion of non-personal data or information that can be related to personal data, it will either be removed or else anonymized from the personal data and information.

**Provisional restraint to processing** - under convinced situations you may exercise this precise, in specific if you have faith in that the personal data or information, we have is not correct, or you have confidence in that we do not have genuine grounds for dispensation your data or information. In either circumstance, you may exercise this precise by communicating our privacy officer.

Except stated overhead, users or customers may exercise any of the above rights by communicating our Privacy Officer.

# How To Communication With Our Privacy Officer

If you have any question or a grumble about the way we handle your data and information, or to pursue to work out your privacy rights in relative to the personal data or information we hold about you, you may communicate with our Privacy Officer as following substances:

In Email:  
[privacy-officer@outsourcemyjob.com](mailto:privacy-officer@outsourcemyjob.com)

By Mail:  
  
Attn: Privacy Officer   
Virtual People DWC LLC  
Dubai World Central   
PO Box 390667

For the determinations of the GDPR, our Privacy Officer is also our Data Protection Officer (DPO).

While we attempt to resolution criticisms rapidly and nonchalantly, if you demand to continue to a formal privacy grievance, we demand that you make your grievance in writing to our Privacy Officer, by mail or email as directly above. We will recognize your formal grievance within 10 working existences of receipt.

If we OutsourceMyJob does not determine your privacy grievance to your consummation, you may lodge a grievance.