

# Privacy Policy

Protecting your private information is our priority. This Statement of Privacy applies to [www.jarviscole.com](http://www.jarviscole.com) and Jarvis Recruitment Group and governs data collection and usage. For the purposes of this Privacy Policy, unless otherwise noted, all references to Jarvis Recruitment Group include [www.jarviscole.com](http://www.jarviscole.com), [www.jarvisstaffing.com](http://www.jarvisstaffing.com) and [www.workforjarvis.com](http://www.workforjarvis.com). The Jarvis Recruitment Group website is a recruitment and job posting site. By using the Jarvis Recruitment Group website, you consent to the data practices described in this statement.

## Collection of your Personal Information

In order to better provide you with products and services offered on our Site, Jarvis Recruitment Group may collect personally identifiable information, such as your:

- First and Last Name
- Mailing Address
- E-mail Address
- Phone Number
- Employer
- Job Title
- Social media accounts

Jarvis Recruitment Group may also collect anonymous demographic information, which is not unique to you, such as your:

- Age
- Gender

We do not collect any personal information about you unless you voluntarily provide it to us. However, you may be required to provide certain personal information to us when you elect to use certain products or services available on the Site. These may include: (a) registering for an account on our Site; (b) entering a sweepstakes or contest sponsored by us or one of our partners; (c) signing up for special offers from selected third parties; (d) sending us an email message; (e) submitting your credit card or other payment information when ordering and purchasing products and services on our Site. To wit, we will use your information for, but not limited to, communicating with you in relation to services and/or products you have requested from us. We also may gather additional personal or non-personal information in the future.

## Use of your Personal Information

Jarvis Recruitment Group collects and uses your personal information to operate its website(s) and deliver the services you have requested.

Jarvis Recruitment Group may also use your personally identifiable information to inform you of other products or services available from Jarvis Recruitment Group and its affiliates.

## **Sharing Information with Third Parties**

Jarvis Recruitment Group does not sell, rent or lease its customer lists to third parties.

Jarvis Recruitment Group may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is transferred to the third party. Jarvis Recruitment Group may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to Jarvis Recruitment Group, and they are required to maintain the confidentiality of your information.

Jarvis Recruitment Group may disclose your personal information, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Jarvis Recruitment Group or the site; (b) protect and defend the rights or property of Jarvis Recruitment Group; and/or (c) act under exigent circumstances to protect the personal safety of users of Jarvis Recruitment Group, or the public.

## **Tracking User Behavior**

Jarvis Recruitment Group may keep track of the websites and pages our users visit within Jarvis Recruitment Group, in order to determine what Jarvis Recruitment Group services are the most popular. This data is used to deliver customized content and advertising within Jarvis Recruitment Group to customers whose behavior indicates that they are interested in a particular subject area.

## **Automatically Collected Information**

Information about your computer hardware and software may be automatically collected by Jarvis Recruitment Group. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the Jarvis Recruitment Group website.

## **Use of Cookies**

The Jarvis Recruitment Group website may use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize Jarvis Recruitment Group pages, or register with Jarvis Recruitment Group site or services, a cookie helps Jarvis Recruitment Group to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same Jarvis Recruitment Group website, the information you previously provided can be retrieved, so you can easily use the

Jarvis Recruitment Group features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the Jarvis Recruitment Group services or websites you visit.

### **Links**

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

### **Children Under Thirteen**

Jarvis Recruitment Group does not knowingly collect personally identifiable information from children under the age of thirteen. If you are under the age of thirteen, you must ask your parent or guardian for permission to use this website.

### **Disconnecting your Jarvis Recruitment Group Account from Third Party Websites**

You will be able to connect your Jarvis Recruitment Group account to third party accounts. BY CONNECTING YOUR JARVIS RECRUITMENT GROUP ACCOUNT TO YOUR THIRD PARTY ACCOUNT, YOU ACKNOWLEDGE AND AGREE THAT YOU ARE CONSENTING TO THE CONTINUOUS RELEASE OF INFORMATION ABOUT YOU TO OTHERS (IN ACCORDANCE WITH YOUR PRIVACY SETTINGS ON THOSE THIRD PARTY SITES). IF YOU DO NOT WANT INFORMATION ABOUT YOU, INCLUDING PERSONALLY IDENTIFYING INFORMATION, TO BE SHARED IN THIS MANNER, DO NOT USE THIS FEATURE. You may disconnect your account from a third party account at any time. Contact us via email

### **Opt-Out & Unsubscribe from Third Party Communications**

We respect your privacy and give you an opportunity to opt-out of receiving announcements of certain information. Users may opt-out of receiving any or all communications from third-party partners of Jarvis Recruitment Group by contacting us here:

- Web page: \_\_\_\_\_
- Email: hello@jarviscole.com
- Phone: \_\_\_\_\_

### **E-mail Communications**

From time to time, Jarvis Recruitment Group may contact you via email for the purpose of providing announcements, promotional offers, alerts, confirmations, surveys, and/or other general communication. In order to improve our Services, we may receive a notification when you open an email from Jarvis Recruitment Group or click on a link therein.

### **Changes to this Statement**

Jarvis Recruitment Group reserves the right to change this Privacy Policy from time to time. We

will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, and/or by updating any privacy information on this page. Your continued use of the Site and/or Services available through this Site after such modifications will constitute your: (a) acknowledgment of the modified Privacy Policy; and (b) agreement to abide and be bound by that Policy.

### **Contact Information**

Jarvis Recruitment Group welcomes your questions or comments regarding this Statement of Privacy. If you believe that Jarvis Recruitment Group has not adhered to this Statement, please contact Jarvis Recruitment Group at:

Jarvis Recruitment Group  
106w 32nd Street  
New York, New York 10001

Email Address:  
hello@jarviscole.com

Telephone number:  
6465851212

Effective as of November 29, 2018