# **Privacy Policy**

The Jills LLC, doing business as The Jills of all Trades ("The Jills of all Trades", "we" or "us") is committed to respecting the privacy of your information. This Privacy Policy ("Privacy Policy") describes the personal information we collect through our website and any mobile applications (the "Site"), and how we collect and use this information. Terms not defined in this Privacy Policy have the meanings given to them in the Terms of Use.

#### 1. COLLECTION AND USE OF PERSONAL INFORMATION.

Depending on how you use the Site, we may ask you to share personally identifiable information ("Personal Information") with us. Whether you choose to share your Personal Information is completely up to you, but keep in mind that you may not be able to access some areas of the Site or effectively use the services we offer on the Site without sharing Personal Information. Personal Information includes any information that identifies or can be used to identify, contact or locate you. Examples include your name, address, email address, phone number, age, educational background and credit card information. Below are some examples of when we collect Personal Information.

- 1.1 Basic Account Information. When you register for the Site, we will ask you to provide your name and e-mail address. We may use your email address to send you account confirmations, notifications, and to otherwise provide services to you in connection with the Site. We also use your Personal Information for administrative purposes, such as addressing account and billing issues, troubleshooting Site issues, investigating abuse on the Site, responding to inquiries and enforcing and applying our Terms of Use.
- 1.2 Contractors. If you are registering as a Contractor, we may also ask for the following information, but not limited to: phone number, photo, work history, educational background, location, biographical information and skills.
- 1.3 Businesses. If you are registering as a Business, we may also ask for the following information: phone number, location, company name, company logo, website URL, company size and contact person(s).
- 1.4 Reviews and Other User Content. Businesses may have the opportunity to provide reviews about Contractors they have used. Users may also have other opportunities to contribute to the Site, such as public forums, bulletin boards and talk threads. We may store these contributions ("User Content"), display them to other Users, and use them for promotional purposes. Your User Content becomes public information once you post it, and copies of it may continue to be viewable even after you delete your account. Your User Content may appear on other websites or web searches, and therefore this information can be read, collected and used by others. Note that if you include Personal Information about yourself in your User Content, it can be used and viewed by others. Please remember that you are not permitted to disclose any Personal Information about another User or anyone else in your User Content.

- 1.5 Payment Information. To process payments, we will require your credit card information and billing information. Credit card transactions are processed through a third party (Stripe), which only uses your information for that purpose. Credit card information is not stored by The Jills of all Trades; however, it may be stored by the third party processor.
- 1.6 Third Party Affiliates. Third Party affiliates such as but not limited to Squarespace, Stripe, Moonclerk and Knack may store and or use information provided to The Jills of all Trades, subject to the third party's privacy policy.

#### 2. COLLECTION AND USE OF NON-PERSONAL INFORMATION.

Non-personal information is information that does not identify the specific User. This type of information may include, but is not limited to, things like the URL of the website you visited before and after visiting our Site, the type of browser you are using, and the IP address of the computer you use to visit the Site. We may use "cookies" and other technologies such as but not limited to pixel tags, local shared objects, hardware-based device identifiers, Operating System-based identifiers, clear GIFs, beacons, and other state management techniques and devices. The Jills of all Trades treats information collected by cookies and similar technologies as non-personal information.

- 2.1 Cookies. Cookies are one of many state management technologies. We may collect some anonymous information about how you use the Site by setting and accessing cookies on your computer. A cookie is a small text file that is stored on your computer. These cookies track information such as how often you visit the Site, what pages you view, and where you go after you leave the Site. The cookies track your computer, not you. They are not connected to any personal information about you. If you choose to disable a cookie, you may not be able to use certain features of the Site. The Jills of all Trades uses cookies for authentication, to enable and support our security features and to help us detect malicious activity and violations of our Terms of Service. The Jills of all Trades also uses cookies to learn about how the Site performs in different locations and to understand, improve, and research products, features and services. The Jills of all Trades uses both persistent cookies and session cookies. A persistent cookie helps us recognize you as an existing User, to make it earlier for you to return to The Jills of all Trades without signing in again. After you sign in, a persistent cookie stays in your browsers and will be read by The Jills of all Trades when you return to the site. Session cookies only last for as long as a session in the Site (typically, the current visit to a web site or a browser session).
- 2.2 State Management. State management is the process by which state and page information is maintained over multiple requests for the same or different pages. We may employ other state management techniques including but not limited to: view state, control state, hidden fields, cookies, query strings, application state, and session state.

#### 3. DISCLOSURE OF YOUR INFORMATION TO THIRD PARTIES.

3.1 Disclosure By Law; Protection of Us and Others. We may disclose information you provide if required to do so by law, at the request of a third party, or if we, in our sole discretion, believe that disclosure is reasonable to (1) comply with the law, requests or orders from law

enforcement, or any legal process (whether or not such disclosure is required by applicable law), (2) protect or defend The Jills of all Trades, or a third party's, rights or property, (3) protect someone's health or safety, such as when harm or violence against any person (including you) is threatened, or (4) enforce our Terms of Use.

- 3.2 Permitted Disclosures. We may disclose information you provide: (1) if we have your consent, (2) where it is necessary to carry out your instructions, or (3) as reasonably necessary to provide our features and functionality to you.
- 3.3 Service Providers. We may share information with vendors providing contractual services to us, such as your payment information, as appropriate to process your payments for the Services or complete a transaction.

#### 4. INFORMATION FROM THIRD-PARTY SOURCES.

We may receive information about you from publicly and commercially available sources, as permitted by law, which we may combine with other information we receive from or about you.

#### 5. DELETED OR CHANGED INFORMATION.

You can change your information at any time by editing your profile or the content that you have posted. You can have your account deleted by sending a request via email to <a href="mailto:info@thejillsofalltrades.com">info@thejillsofalltrades.com</a>. If your account is deleted, we will retain your account data in our system but will not share your information with others.

#### 6. SECURITY OF INFORMATION.

We take security of your Personal Information seriously and take precautions to protect your Personal Information. However, no method of data transmission over the Internet or data storage is 100% secure and therefore, we cannot guarantee the absolute security of any information transmitted to or from the Site.

#### 7. AGE RESTRICTIONS.

The Site is not intended for individuals under the age of 18. We do not knowingly collect Personal Information from individuals under 18, and no part of the Site is designed to attract anyone under the age of 18. If you become aware that your child has provided us with Personal Information, please contact us. If we become aware that an individual under 13 has opened an account and provided us with Personal Information, we take steps to remove such information and terminate that person's account.

### 8. CHANGES TO OUR PRIVACY POLICY.

We may revise our Privacy Policy from time to time. The most current version of the Privacy Policy will govern our use of your information and will always be located on this webpage. If we make a change to our Privacy Policy that is material, we will notify you either by prominently

posting a notice of such changes before implementing the change on the Site and/or via the email associated with your account. By continuing to access the Site and use the Services after those changes become effective, you agree to be bound by the revised Privacy Policy.

## 9. CONTACT US.

If you have any feedback, questions or complaints about this Privacy Policy or any of our privacy-related practices, please contact us directly at: info@thejillsofalltrades.com