

WRKBOOK PRIVACY POLICY

Wrkbook offers various services to help its users find, coordinate, and maintain construction, subcontracting, contracting, and home improvement work. Wrkbook's Privacy Policy ("Privacy Policy") is designed to explain the information we collect and how we use it to provide our services and give users a better experience. It applies to any users of www.wrkbook and any web pages, mobile applications and mobile websites operated by Wrkbook (collectively, the "Platform"), including those who are seeking to find a service provider through Wrkbook ("Skilled Trade Workers") as well as those who are looking to promote their services through Wrkbook ("Contractors"), and any users of any of the various services that Wrkbook provides through the Platform or any other channels, including over the telephone (collectively, "Services).

For purposes of this Privacy Policy, the terms "Wrkbook," "we," "us," and "our" refer to Wrkbook, LLC. "You" refers to you, as a visitor or user of the Platform or the Services. This Privacy Policy does not apply to third party entities that may use the Platform or Services. Such entities' use of the Platform and Services are subject to separate terms that they agreed to when they registered or otherwise contracted with Wrkbook. Other capitalized terms that are not expressly defined in this Privacy Policy have the same meaning as set forth in the Wrkbook Terms of Use.

By using the Platform and/or the Services, you consent to our collection, storage, use and disclosure of your information as described in this Privacy Policy.

- I. Information We Collect
 - A. Information you provide
 - B. Information provided by others
 - C. Information you expressly authorize us to collect
 - D. Automatically collected information
- II. How We Use Information
- III. How We Share Information
- IV. Your Choices Regarding the Sharing of your Information
- V. Your Communication Choices
- VI. Changing or Removing your Information and Closing your Account
- VII. How We Protect Information
- VIII. Links to other Websites
- IX. Changes to our Privacy Policy
- X. Contact Us

I. Information We Collect

How we collect and store information depends on the Services you use and the activities in which you participate. You can use some of the Platform and Services without providing any information other than that automatically collected as described below.

Visitors who access and browse the Platform without registering are "Platform Visitors." In order to utilize some of the Services offered by Wrkbook, you must register with Wrkbook. All users who register with Wrkbook are "Registered Users."

A. Information you provide

Regardless of whether you are a Platform Visitor or a Registered User, all information that you provide to us when registering, posting a job, posting a profile, communicating through the Platform, discussing work options over the phone, utilizing our mobile applications or that you otherwise provide on the Platform or by phone, email, postal mail or otherwise, will be stored by us. You represent and warrant to us that you have the right and authority to provide us all information you provide about yourself or others. You may provide us with information in various ways, including:

1. When registering

When you register directly through Wrkbook, we will collect and store the information that you provide to us on our online registration forms. This may include, among other information, your:

- first and last name
- email address
- home address
- gender
- birthday
- phone number
- references
- driver's license
- background checks

If you register for a Service that requires you to pay a fee, Wrkbook will also collect your payment method details, such as account number, expiration date, and security code, as well as your billing address, for payment purposes and your birthday, if not previously provided.

2. When posting a job

If you are a Skilled Trade Worker, we collect and store all of the additional information that you provide to us on your job posting or that is otherwise included in an auto-generated job posting. This may include, among other information:

- the type of work you are looking for, your schedule, location, hourly rate, narrative job description, requirements for a Contractor (such as ability to drive), amount of days for the job, time of work
- pictures you choose to provide
- any other information you choose to include in your job posting

3. When posting a profile

If you are a Contractor, we collect and store all of the additional information that you provide to us in your profile. This may include, among other information:

- details on the work you need,
- related services you require
- pictures you choose to post
- your phone numbers
- any other information you choose to include in your profile

B. Information provided by others

1. By Platform Visitors, Registered Users and others

Wrkbook also captures and collects information that Platform Visitors, Registered Users and others provide about one another. Additionally, certain Registered Users may post reviews about individual Contractors. In addition, certain Registered Users may communicate directly with one another through Wrkbook platforms. Platform Visitors, Registered Users and others also may provide us information about Registered Users by phone, email or postal mail. Wrkbook captures and stores all information it receives from Platform Visitors, Registered Users and others about other Registered Users and Platform Visitors.

2. By third parties to verify your information and representations

In order to promote the safety and integrity of the Platform and Service, you authorize Wrkbook, as provided in the Terms of Use, to utilize third party service providers to check your information on an ongoing basis against a variety of sources, which may include, but are not limited to, national criminal databases, sex offender registries, certain media streams, terrorist watch lists, criminal and fugitive watch lists, fraud watch lists, law enforcement reports, and other data to assist us in verifying the information you provide us (such as your name, address, email address, etc.) and the representations and warranties you make in the Terms of Use and on the Platform.

3. By third parties that perform background checks

As provided in the Terms of Use, we may provide some or all Registered Users and Platform Visitors with the ability to request from a third-party consumer reporting agency that a background check be run on themselves or on Contractors they are considering hiring using information that they and any subject Contractors may provide. Any such background checks will be subject to the terms we establish for such checks on the Platform where they are requested or authorized, the terms of this Privacy Policy, and our Terms of Use. Wrkbook may receive a copy of, or otherwise have access to, any such background check, unless otherwise specified in this Privacy Policy or the Terms of Use.

4. By other sources

In addition, we may obtain information about you from other sources (e.g., partners, researchers, marketers, etc.), such as demographic data, and other information to enable us to comply with regulatory requirements, ensure the accuracy of data, better understand your likely interests,

prevent fraud, etc. We may combine information that we collect from you with information about you from such other sources and use it in accordance with this Privacy Policy.

C. Information you expressly authorize us to collect

We may from time to time request permission to collect certain information from or about you. We may also request permission to access and store your location (e.g., your precise GPS-based functionality on the mobile devices used to access the Platform and Services). If you grant your permission, we will access and/or store such information unless you subsequently opt out by adjusting the settings in your mobile device. See your device manufacturer's instructions for further details.

D. Automatically collected information

We may automatically collect certain information about the computer or devices (including mobile devices) you use to access the Platform and Services as described in this section below.

1. Log files, IP addresses and information about your computer and mobile device

When you visit the Platform, Wrkbook receives the internet protocol ("IP") address of your computer (or the proxy server you use to access the internet), your computer operating system, the type of web browser you are using, and browser language. If you are using a mobile device, Wrkbook may also receive unique device identifiers and other information about your mobile or other device(s), and mobile operating system. We may correlate this information with other information we have about you. We may also automatically collect information related to the ways in which you interact with the Platform and the Services, such as referring and exit pages, URLs, platform type, the number of clicks, domain names, landing pages, pages and content viewed (including ads viewed) and the order of such views, the amount of time spent on particular pages, the date and time you use the Services, error logs, and other similar information.

2. Online analytics and advertising

When you visit our Platform or open one of our emails, we may allow authorized third parties, such as ad servers, ad agencies, ad exchanges, ad technology vendors, and research firms, to place or recognize a unique cookie, pixel, and/or similar technologies on your browser in order to provide you relevant Wrkbook advertisements as you surf the Internet. These advertisements may be targeted to you based on information these authorized third parties know or infer about you and include in the cookies placed on your browser, and/or on information about your Internet browsing activities gathered through your browser. If you prefer not to receive these online behavioral advertisements, you may opt-out [here](#) or [here](#). In order for the opt-out to work, your browser must be set to accept third party cookies. Furthermore, if you buy a new computer or mobile device, change web browsers or delete the opt-out cookie, you will need to perform the opt-out task again. Please note that if you opt-out you may continue to receive Wrkbook advertisements as you surf the Internet, including contextual ads based on the content on a webpage you are visiting. However, these advertisements will not be displayed based on information contained in, or collected by,

cookies or other technologies placed on your browser when you visit our Platform or open our emails.

Do Not Track Notice. Some browsers used to access the Internet may give you the option through "Do Not Track" settings associated with such browsers to request that a website operator not track your information across its website or other websites. We engage in such tracking in order to optimize and/or customize our Services, detect and respond to allegations of fraud, and to otherwise ensure the safety of our Registered Users and Platform Visitors. While we do not currently honor such browser requests, we will not use your information in a manner that violates this Privacy Policy. In addition, you retain the ability to opt out of certain online analytics and advertising activities as discussed in this section above.

II. How We Use Information

In general, the information we collect is used (1) to improve our Services and enhance your experience with Wrkbook, (2) to enable us to provide a safer community for all of our Registered Users, and (3) to help us communicate with you. For example, we may use your information to:

1. register and service your account;
2. include in Skilled Trade Worker job postings and Contractor profiles;
3. contact you in response to questions and solicit feedback and input from you;
4. notify you about new features of the Services, special events, or products, services, and special offers, or other information that we believe will be of interest to you via email, SMS messages, or other media or networks;
5. administer sweepstakes and contests;
6. enable Skilled Trade Workers and Contractors to search based on the information the other has made available on the Platform, and the information others have provided about them;
7. connect Skilled Trade Workers with Contractors that appear to meet their needs and preferences;
8. enable Registered Users to search for, find, interact, connect and share information with other Registered Users they may have an interest in interacting with;
9. verify information you provide us as well as the representations and warranties you make to us in the Terms of Use or on the Platform;
10. perform analytics and research aimed at improving the accuracy, effectiveness, usability, or popularity of the Services;
11. generate and review reports and data about our user base and usage patterns, including to improve the content and features of the Services or develop new Services;
12. otherwise help protect the safety and integrity of the Platform and Wrkbook users; and
13. personalize promotional messages or content on the Platform, via email or other ads on Wrkbook or third party platforms.

We may aggregate and/or de-identify information collected by the Platform, the Services, or via other means so that the information is not intended to identify you. Our use and disclosure of aggregated and/or de-identified information is not subject to any restrictions under this Privacy Policy, and we may disclose it to others without limitation for any purpose.

III. How We Share Information

In addition to using the information collected by Wrkbook for the purposes described above, we may also share your information with various third parties, as described below. Please review our sharing policy closely. By using our Platform or our Services, you agree to allow us to share the information you provide to us in the ways described below. Your ability to make changes to what information is shared is described below in Section IV.

A. With All Platform Visitors and Registered Users

If you are a Skilled Trade Worker or a Contractor, in order to increase your chances of finding a job or finding the work you need, we share with Platform Visitors and Registered Users the information that is included in your job posting or profile, aside from your contact information, as well as the following registration information, which we may include in your job posting or profile: your first name, first initial of your last name, city, state, profile picture, and if you are a Contractor, your gender and, unless you opt-out, your age. With certain exceptions, you choose how much detail you want to include in either your job posting or your profile. If you are a Contractor and have elected to verify certain information with Wrkbook or to have a background check performed, we may also disclose that information in your profile as a Registered User in addition to your response rate and any payment or payroll preferences you have indicated.

If you post information in a Wrkbook online group forum, such as the Working Moms Group, that information may be viewed by any Platform Visitor or Registered User who accesses the forum.

We may display personal testimonials of Registered Users and other endorsements on our Platform or in other marketing materials. These testimonials or endorsements may include information such as the Registered User's first name, first initial of last name, town and state. With a Registered User's consent, we may include their full name.

B. With other Registered Users and corporate providers

In addition to the information that is provided to all Registered Users and Platform Visitors, Contractor reviews and references are made available to certain Registered Users. If you are a Contractor, your phone number may be visible to certain Registered Users if you elect to share it in your profile. In addition, your approximate residential location (through Google map plotting) is made available to certain Registered Users and Platform Visitors unless you elect to keep that information confidential.

If you are a Skilled Trade Worker or a Contractor, you will appear in search result listings if you match the search criteria used by a Contractor or Skilled Trade Worker, as applicable. Similarly, you may appear in emails sent to Contractors or Skilled Trade Workers in your area. Skilled Trade Workers may opt-out of being included in Contractor search results and in certain emails sent to Contractors. In addition, if you are a Skilled Trade Worker and you view the profile of certain Contractors, those Contractors will be able to see that you have viewed their profiles unless you opt-out of that information sharing.

If we terminate your registration for any reason, we reserve the right to send a notice of your termination to other Registered Users with whom we believe you have corresponded.

C. With vendors/service providers

We also share information with vendors with whom we have a contractual relationship and who perform services for Wrkbook including, without limitation, vendors who provide email, demographic information, or geo-location information services, vendors who perform background checks or Preliminary Membership Screens, vendors who process or accept credit card payments, vendors who run classified advertising businesses, vendors who send SMS messages to Registered Users' mobile phone numbers, vendors who provide services that enable us and other third parties to detect and prevent fraud, in each case to the extent applicable.

D. With listings in and through Google and other public search engines, social media platforms (e.g. Facebook, Google+), and on other third party platforms)

In an effort to further facilitate the ability of Skilled Trade Workers or Contractors to find a job, selected information contained in Skilled Trade Worker job postings and Contractor profiles, which may include photo, first name, first initial of last name, city, state, and job/provider description, may also be shared with third party search engines, social media platforms, and other third party platforms or vendors who run classified advertising and other businesses, and thus may be listed in third party platform search results and on third party platforms, which would make that information available to the public and allow them to link to your Wrkbook posting. Registered Users can opt-out of this sharing by adjusting their account settings.

E. With third parties to send you direct mail from other companies

We may share certain of your information, such as your name, postal address and other information we know about you such as your age and the type of work you are looking for, to third parties in the business of facilitating communications, such as direct mail brokers, to enable them to send you postal mail advertisements from companies whose products we believe may be of interest to you. We do not share email addresses for this purpose, and we do not allow these third parties to provide your information directly to the companies whose products are being advertised. If you do not want to receive these advertisements and prefer that we do not share your information with these third party communication facilitators for that purpose, you may opt-out by adjusting your account settings.

F. As required by law or for reasons of safety

We may disclose your information when we believe in good faith that such disclosure is appropriate in order to investigate, prevent, or take action regarding possible illegal activities, suspected fraud, situations involving potential threats to the health or physical safety of any person, violations of this Privacy Policy or the Terms of Use, and/or to protect the rights and property of Wrkbook, our employees, users, and the public. This may involve the sharing of your information with law enforcement, government agencies, courts, and/or other organizations

G. With our affiliates

You acknowledge and agree that we may disclose any of the information we've collected about you to any of our affiliates or subsidiaries for the purposes of providing you with the Services, operating the Platform, and our other commercial purposes, including those of our affiliates and subsidiaries.

H. With employers that provide Wrkbook as part of their benefits program

If you enroll in Wrkbook as part of your employer's benefits program, you acknowledge and agree that we may disclose information about your utilization of the Platform and the Services to your employer, including without limitation the type of work sought and number of jobs posted, statistics on provider searches, and messages sent or received in relation to your use of your Wrkbook subscription; the number of inquiries and types of work sought; Wrkbook also may share this information with third parties designated by your employer to receive it.

I. With Your Consent

We also may share your information with a third party if you consent to the sharing.

J. Business transactions

In the event we go through a business transition such as a merger, acquisition by another company, or sale of all or a portion of our assets, your information may be among the assets transferred. You acknowledge and consent that such transfers may occur and are permitted by this Privacy Policy, and that any acquirer of ours or that acquirer's affiliates may continue to process your information as set forth in this Privacy Policy.

IV. Your Choices Regarding the Sharing of your Personal Information

Registered Users have control over what optional information they choose to share with us when utilizing our Services (such as pictures, certain details in a job description or profile, etc.).

In addition, Registered Users have the following opt out choices with respect to the sharing of their information:

- Registered Users can opt out of having their Wrkbook online status visible to other Registered Users who are on Wrkbook.
- Registered Users can opt out of having information contained in their job postings contractor profiles shared with third party web sites to be listed in third party search engine results such as Google.
- Users of a Wrkbook mobile application, who have given Wrkbook permission to access certain information from their mobile device such as their location or contacts, may subsequently opt out of that information sharing by adjusting the settings in their mobile device.

Except as otherwise provided above, you may call Wrkbook at (914)719-6422 or adjust your account settings to opt out of any of the above information sharing that is applicable to your account.

V. Your Communication Choices

By becoming a Registered User, you are consenting to receive certain email communications from us, such as special offers, tips and advice, notifications of new Skilled Trade Workers or Contractors in your area, customer surveys and administrative notices.

You have a choice at any time to stop us from sending you emails for marketing purposes by adjusting your settings in your account settings. You also have the option to opt out of receiving certain other emails from Wrkbook, such as certain educational emails, by adjusting your settings in your account settings. Go to your account settings for a complete list of the email types you may opt out of receiving. You can also opt out of commercial email messages by following the "unsubscribe" link included in these messages. Please note that despite any indicated email marketing preferences, we may continue to send you administrative emails regarding Wrkbook, including, for example, notices of updates to our Privacy Policy, notifications of new Skilled Trade Workers or Contractors in your area, responses to job postings from Contractors, and responses to job applications from Contractors, if we choose to provide such notices to you in this manner

You may also opt-out of receiving unsolicited marketing calls from us regarding your Wrkbook account by adjusting your settings in your account settings.

VI. Changing or Removing your Personal Information and Closing your Account

You can update certain of your information by logging into your account and accessing your account settings. If you would like to remove some of the information you have posted on the Platform, such as information you posted in profiles and job postings, you may do so by editing or deleting that item in your My Profile & Setting area or your My Jobs area. To request removal of other information you have voluntarily posted on our Platform, such as information you may have posted in online group forums, contact info@wrkbook.com. In some cases, we may not be able to reasonably accommodate your request to remove your information, in which case we will let you know if we are unable to do so and why.

If you no longer wish to participate in our Services, you may close your account directly through your account settings.

If you close your Wrkbook account, we will remove your name and other contact and identifiable information from our publicly viewable database. If you close your account, we have no obligation to retain your information, and may delete any or all of your account information without liability. However, we may retain information related to you if we believe it may be necessary to prevent fraud or future abuse, or for legitimate business purposes, such as analysis of aggregated, de-identified information, account recovery, auditing our records, enforcing our rights and obligations under our agreements, or if required by law. Wrkbook may also retain and use your information if necessary to provide the Services to other Registered Users. For example, just as an email you may

send to another person through an email service provider resides in that person's inbox even after you delete it from your sent files or close your account, emails you send through Wrkbook to other Users, as well as your contributions to Wrkbook groups, may remain visible to others after you have closed your account. Similarly, other information you have shared with others, or that others have copied, may also remain visible. Wrkbook disclaims any liability in relation to the deletion or retention (subject to the terms herein) of information, or any obligation not to delete the information. Wrkbook does not control when search engines update their search index or cache, which may contain certain job posts, profiles or other information that have since been removed from Wrkbook's Platform.

VII. How We Protect Information

We have implemented a variety of administrative, technical, and physical security measures to protect against the unauthorized access, destruction, or alteration of your information. These safeguards vary based on the sensitivity of information that we collect, process, and store and the current state of technology.

Although we take appropriate measures to safeguard against unauthorized disclosures of information, we cannot guarantee that information that we collect will never be disclosed in a manner that is inconsistent with this Privacy Policy.

VIII. Links to Other Websites

The Platform and Services may contain links to third-party websites and services. However, we are not responsible for the privacy practices employed by those web platforms or services, nor are we responsible for the information or content they contain. This Privacy Policy applies solely to information collected by us through the Platform and Services; thus when you use a link to go from the Platform or Services to a third-party web platform or service, this policy is no longer in effect and the privacy policy of such third-party platform or service will govern.

IX. Changes to Our Privacy Policy

Wrkbook reserves the right to change this Privacy Policy and our Terms of Use at any time. We will notify you about and provide you with choice about material changes to this Privacy Policy or in our practices as required by applicable law. Non-material changes or clarifications will take effect immediately upon posting of the updated policy on our Platform. You should periodically check info@wrkbook.com for updates. Your use of the Platform or the Services after such effective date will constitute acceptance by you of such changes.

X. Contact Us

If you have any questions on our Privacy Policy, you can contact us via email at info@wrkbook.com