

Policies

User Agreement

Use of the Website is expressly subject to this WorkEgypt User Agreement ("Agreement"). By using the Website, you acknowledge that you have read this Agreement and that you agree to be bound by its terms. If you do not agree to its terms, please do not use the Website.

1. **Use of the Website.** You may only view, download, and print materials from the Website, subject to the following conditions: (a) the materials may be used solely for personal, non-commercial, and informational purposes; (b) in no event may the materials be modified or redistributed; and (c) you may not modify or remove any copyright and other proprietary notices contained in the materials or on any copies of the materials. Any use of the Website not expressly granted herein is prohibited. You may not reproduce, republish, or publicly display, perform or distribute, or otherwise use the materials on the Website for any public or commercial purpose or prepare any modifications to or prepare derivative works based on the contents of the Website. The information on the Website is provided without any warranty regarding its accuracy, currentness, and/or reliability.
2. **Products and Services Provided by WorkEgypt.** WorkEgypt offers various products and services on the Website ("Products and Services"). Any and all Products and Services are subject to unique user agreements that will be presented to users during enrollment for the Products and Services ("Products and Services Agreements"). WorkEgypt does not provide any guarantees, representations, or the like, except as provided in the Products and Services Agreements.
3. **Copyright.** The materials on the Website are the exclusive property of WorkEgypt, copyrighted by WorkEgypt, and are protected by Egypt Copyright Laws and international treaties. WorkEgypt reserves all rights in the Website and its content, not expressly granted herein.
4. **Trademark.** WorkEgypt is a service marks and trademarks of WorkEgypt. Other marks, graphics, logos, page headers, button icons, and scripts noted on the Website are WorkEgypt's service marks, trademarks, and trade dress and are the sole and exclusive property of WorkEgypt. WorkEgypt's service marks, trademarks, and trade dress may not be used in any manner. All other trademarks not owned by WorkEgypt that appear on this Website are the property of their respective owners.
5. **Privacy.** WorkEgypt takes privacy matters very seriously. As a result, WorkEgypt has developed a privacy policy to inform the public of its privacy practices. A copy of the privacy policy can be found [here](#).
6. **Permission of Use.** By using our services, you confirm that you have the right to post vacancies and other advertisements on behalf of your organization and the right to represent

your company with regards to online services we provide. You also agree that we may use 3rd party channels and websites to market your job vacancies, advertisements, and hiring needs.

7. **Links.** The Website may contain links to other websites. Any such links do not represent an endorsement, sponsorship, or approval of the material on and/or generally of such website(s).
8. **Fair Usage Policy.** Unlimited plans have a maximum of 1,000 CV Unlocks (Contact details views) and 20 jobs per month. For larger CV viewing needs, you can contact sales for custom agreements.
9. **Payment and Refund Policy.** If you purchase any services that we offer for a fee, either on a one-time or subscription basis, you agree to pay the applicable fees for the Services as they become due plus all related taxes, and to reimburse us for all collection costs and interest for any overdue amounts. Your obligation to pay fees continues through the date you cancel your subscription to our Services. Monthly subscription fees are fully refundable, only within 14 days from purchase if no CV search or job posting has been used. There are no refunds for partially used services or subscription periods. You also acknowledge that **WorkEgypt** services are subject to this Agreement and any additional terms related to the provision of the Service.
10. **DISCLAIMER.** THE MATERIALS ON THE WEBSITE ARE PROVIDED "AS IS" WITHOUT ANY WARRANTIES OF ANY KIND, EXPRESS, IMPLIED, OR OTHERWISE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, OR NON-INFRINGEMENT OF ANY THIRD-PARTY RIGHTS. WorkEgypt DISCLAIMS ANY AND ALL LIABILITY FROM ANY INACCURACIES CONTAINED ON THE WEBSITE. IN NO EVENT SHALL THE WEBSITE OR ITS EMPLOYEES BE LIABLE FOR ANY DAMAGES WHATSOEVER, INCLUDING DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGES (INCLUDING DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, OR LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR THE INABILITY TO USE THE MATERIALS PROVIDED ON, OR OTHERWISE RELATED TO, THE WEBSITE, WHETHER BASED ON CONTRACT, TORT, OR OTHERWISE, EVEN IF WorkEgypt HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CERTAIN STATES DO NOT ALLOW LIMITATIONS ON IMPLIED WARRANTIES AND/OR LIMITATIONS ON CERTAIN DAMAGES. IF ANY OF THESE LAWS APPLY TO YOU, SOME OF THE PROVISIONS IN THIS SECTION MAY NOT APPLY TO YOU AND YOU MAY HAVE ADDITIONAL RIGHTS.
11. **Modifications.** WorkEgypt may make changes to the Website at any time and by posting notice of a new version of the Agreement on the Website.
12. **Applicable Law.** Any disputes arising out of the use of the Website shall be governed by the laws of Egypt, without regard to any conflict of laws principles, and any proceedings shall solely be brought in Cairo, Egypt.
13. **Entire Agreement.** This Legal Agreement constitutes the entire agreement between WorkEgypt and any users of the Website, and supersedes any and all prior or contemporaneous agreements, understandings, and representations with respect to the information on and the use of the Website.

Privacy Policy

Effective date: ????????????

WorkEgypt ("**WorkEgypt**", "we", or "us") is committed to protecting your privacy. The information you share with **WorkEgypt** allows us to provide you with the best experience with our services. We are committed to protecting your privacy through our compliance with this Privacy Policy.

WorkEgypt owns and operates the <https://www.workegypt.net> website (hereinafter referred to as the "Website") which provides

- an online job board that connects employers to job seekers
- other career development services

The websites of other **WorkEgypt** business units are governed by separate terms and conditions and privacy policies.

This page informs you of our policies regarding the collection, use and disclosure of personal data when you use our Website and the choices you have associated with that data.

By using the Website, you agree to the collection and use of information in accordance with this policy.

This Privacy Policy applies to data we collect:

- On this Website.
- In email, text, and other electronic messages between you and this Website.
- In phone or in person communications related to services provided by the Website.

Definitions

Website

Website is the <https://www.workegypt.net> website operated by **WorkEgypt**

Personal Data means data about a living individual who can be identified from those data (or from those and other information either in our possession or likely to come into our possession).

Usage Data

Usage Data is data collected automatically either generated by the use of the Website or from the Website infrastructure itself (for example, the duration of a page visit).

Cookies

Cookies are small files stored on your device (computer or mobile device).

Data Controller

Data Controller means the natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal information are,

or are to be, processed. For the purpose of this Privacy Policy, we are a Data Controller of your Personal Data.

Data Processors (or Website Providers)

Data Processor (or Website Provider) means any natural or legal person who processes the data on behalf of the Data Controller. We may use the services of various Website Providers in order to process your data more effectively.

Data Subject (or User)

Data Subject is any living individual who is using our Website and is the subject of Personal Data.

Information Collection and Use

We collect several different types of information for various purposes to provide and improve our Website to you.

Types of Data Collected

Personal Data

While using our Website, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Personally identifiable information may include, but is not limited to:

Identity Data such as first name, last name, CV/resume, Social Media profile, username or similar identifier.

Contact Data such as billing addresses, email addresses and telephone numbers.

Financial Data such as payment card details. Please note that payment methods (e.g., credit card number and/or PayPal and/or bank account details) are not collected by us directly, but by secure payment service providers.

Transaction Data such as details about payments to and from you, and details regarding the services that you have subscribed to in relation to this Website.

Technical Data such as Device IDs, your login data, access dates and times, browser type and version, device information, cookie data, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access the Website.

Profile Data such as your username and password, orders made by you, preferences, user-generated content, job searches, candidate searches, job applications, feedback and survey responses.

Marketing and Communications Data such as your preferences in receiving marketing from us and your communication preferences.

We may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or the instructions provided in any email we send.

Usage Data

We may also collect information on how the Website is accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our Website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

Tracking Cookies Data

We use cookies and similar tracking technologies to track the activity on our Website and we hold certain information.

Cookies are files with a small amount of data which may include an anonymous unique identifier. Cookies are sent to your browser from a website and stored on your device. Other tracking technologies are also used such as beacons, tags and scripts to collect and track information and to improve and analyse our Website.

You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Website.

Examples of Cookies we use:

- **Session Cookies.** We use Session Cookies to operate our Website.
- **Preference Cookies.** We use Preference Cookies to remember your preferences and various settings.
- **Security Cookies.** We use Security Cookies for security purposes.

How We Collect Data

We collect Personal Data from you and about you in different ways.

Data provided by you directly

By completing the following actions on the Website or by corresponding with us by phone, e-mail, or otherwise, you may give us your identity, contact, billing and other information. These actions include when you, but are not limited to:

- Sign-up for a free job seeker account
- Sign-up for a subscriber employer account
- Attach your CV/Resume to your jobseeker account
- Apply to a job posted on our Website
- Send us feedback
- Request information to be sent to you

Data collected by your interaction with Website

Information collected by our site: As you interact with our Website, we may automatically collect Tracking Data and Usage Data about your devices, browsing actions and patterns. We collect this Personal Data and Non-Personal Data by using cookies, server logs and other similar technologies. We may also receive Tracking Data and Usage Data about you if you visit other websites employing our cookies and other Tracking Technologies. For more information about the types of cookies and

Tracking Technologies that we, and certain third parties use, and why we use them, and how you can control these, please review our [Cookie Policy](#).

Use of Data

WorkEgypt uses the collected data for various purposes, including, but not limited to:

- To provide and maintain our Website
- To notify you about changes to our Website
- To create and manage your account
- To offer you personalized services based on your preferences
- To provide customer support
- To send you email job alerts
- To send you marketing communications (where you have asked us to) which may be tailored to your “profile” (i.e. based on the personal data we know about you and your preferences)
- To manage payments, fees and charges. Please note that payment methods (e.g., credit card number and/or bank account details) are not collected by us directly, but by secure payment service providers
- To manage any surveys
- To communicate with you regarding our services
- To process your order for a subscription or other products and services
- To communicate with you regarding your subscription or order for other products or services
- To update your transaction history in your account profile
- To perform invoicing, debt, collections, or manage payment disputes or issues with the services
- To provide you with the services in your employer subscription
- To provide you with the services that allow job seekers to apply to jobs posted on the Website
- To gather analysis or valuable information so that we can improve our Website
- To monitor the usage of our Website
- To detect, prevent, and address technical issues

Legal Basis for Processing Personal Data under the General Data Protection Regulation (GDPR)

If you are from the European Economic Area (EEA), **WorkEgypt** legal basis for collecting and using the personal information described in this Privacy Policy depends on the Personal Data we collect and the specific context in which we collect it.

WorkEgypt may process your Personal Data because:

- We need to perform a contract with you
- You have given us permission to do so
- The processing is in our legitimate interests and it is not overridden by your rights
- For payment processing purposes
- To comply with the law

Retention of Data

WorkEgypt will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes and enforce our legal agreements and policies.

WorkEgypt will also retain Usage Data for internal analysis purposes. Usage Data is generally retained for a shorter period of time, except when this data is used to strengthen the security or to improve the functionality of our Website, or we are legally obligated to retain this data for longer periods.

Transfer of Data

Your information, including Personal Data, may be transferred to — and maintained on — computers in countries other than the country which the data was originally collected, including the United States of America (USA), the EEA, or other destinations where the data protection laws may differ from those of your jurisdiction.

If you are located in the EEA, we will only transfer your personal data if:

the country to which the personal data will be transferred has been granted a European Commission adequacy decision;

the recipient of the personal data is located in the US and has certified to the US-EU Privacy Shield Framework; or

We have put in place appropriate safeguards in respect of the transfer, for example we have entered into EU standard contractual clauses with the recipient, or the recipient is a party to binding corporate rules.

Your consent to this Privacy Policy followed by your submission of such information represents your agreement to that transfer.

WorkEgypt will take all the steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and no transfer of your Personal Data will take place to an organisation or a country unless there are adequate controls in place including the security of your data and other personal information.

Disclosure of Data

Business Transaction

If **WorkEgypt** is involved in a merger, acquisition or asset sale, your Personal Data may be transferred. We will provide notice before your Personal Data is transferred and becomes subject to a different Privacy Policy.

Disclosure for Law Enforcement

Under certain circumstances, **WorkEgypt** may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

Legal Requirements

WorkEgypt may disclose your Personal Data in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of **WorkEgypt**
- To prevent or investigate possible wrongdoing in connection with the Website
- To protect the personal safety of users of the Website or the public
- To protect against legal liability

Security of Data

The security of your data is important to us but remember that no method of transmission over the Internet or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, we cannot guarantee its absolute security.

You are responsible for keeping your password confidential. We ask you not to share your account credentials with anyone and keep your account information secure.

If you believe that your access credentials or Personal Data have been compromised, please contact us immediately.

Your Data Protection Rights under the General Data Protection Regulation (GDPR)

If you are a resident of the European Economic Area (EEA), you have certain data protection rights. **WorkEgypt** aims to take reasonable steps to allow you to correct, amend, delete or limit the use of your Personal Data.

If you wish to be informed about what Personal Data we hold about you and if you want it to be removed from our systems, please contact us.

In certain circumstances, you have the following data protection rights:

The right to access, update or delete the information we have on you. Whenever made possible, you can access, update or request deletion of your Personal Data directly within your account settings section. If you are unable to perform these actions yourself, please contact us to assist you.

The right of rectification. You have the right to have your information rectified if that information is inaccurate or incomplete.

The right to object. You have the right to object to our processing of your Personal Data. The right of restriction. You have the right to request that we restrict the processing of your personal information.

The right to data portability. You have the right to be provided with a copy of the information we have on you in a structured, machine-readable and commonly used format.

The right to withdraw consent. You also have the right to withdraw your consent at any time where **WorkEgypt** relied on your consent to process your personal information.

Please note that we may ask you to verify your identity before responding to such requests.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the European Economic Area (EEA).

Tracking and Targeted Advertising

We may employ third party companies and individuals to facilitate our Website ("Website Providers"), provide the Website on our behalf, perform Website-related services or assist us in analysing how our Website is used.

These third parties have access to your Personal Data only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

For more information about the types of cookies and Tracking Technologies that we, and certain third parties use, and why we use them, and how you can control these, please review our [Cookie Policy](#).

Tracking

We may use third-party providers to monitor and analyse the use of our Website.

Behavioral Remarketing

We may use remarketing services to advertise on third party websites to you after you have visited our Website. We and our third-party vendors use cookies to inform, optimise and serve ads based on your past visits to our Website.

Payments

We may provide paid products and/or services within the Website. In that case, we use third-party services for payment processing (e.g. payment processors).

We will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.

Links to Other Sites

Our Website may contain links to other sites that are not operated by us. If you click a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit.

We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

Children's Privacy

Our Website is not directed towards children under the age of 15.

We do not knowingly solicit or collect personally identifiable information from anyone under the age of 15. If local laws require that you must be older than 15 in order for us to lawfully provide the services in the Website to you, then that older age shall apply as the applicable minimum age.

If you are a parent or guardian and you are aware that your Child has provided us with Personal Data, please contact us.

Changes to This Privacy Policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

We will let you know via email and/or a prominent notice on our Website, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

Contact Us

If you have any questions about this Privacy Policy, please contact us:

- **By email: workegypt@workegypt.net**

Cookie Policy

Effective Date: March 20, 2019

For the purposes of this Cookie Policy, "**WorkEgypt** " or "we" or "us" means **WorkEgypt** .

By using or accessing <https://www.workegypt.net> website ("Website"), you are consenting to **WorkEgypt** use of Cookies as outlined below.

What is a cookie?

Cookies are small pieces of information sent to your device's browser from a website and stored on your device. Further general information on cookies can be found at aboutcookies.org. Cookies allow the Website to remember important information that will make your use of the site more convenient.

How we use cookies

We use two types of cookies: first-party cookies set by us and cookies set by third parties (i.e. other websites or services).

The cookies we use fall under the following categories:

- **Strictly necessary** - you will not be able to use the Website properly without accepting them (e.g. account login related cookies, security)
- **Functionality** - allow us to provide a customized experience to you (e.g. remembering users choices)
- **Tracking and performance** - allow us to continually improve our offerings by tracking what features you use on the website (e.g. Google Analytics)
- **Targeting and advertising** - allow us to display marketing content to you on other sites you visit across the Internet
- **Cookie consent** - allows us to record your consent to our use of cookies to serve you the Website

First-party cookies enable us to keep you signed in to your account throughout your visit and to tailor the information displayed on the site to your preferences. These types of cookies include:

- **Session cookies** allow us to link your actions during a particular browser session. These expire each time you close your browser and do not remain on your device after closing.
- **Persistent cookies** are stored on your device in between browser sessions. These allow your preferences or actions across our Website to be remembered. These will remain on your device until they expire, or you delete them from your cache.

We also use third party cookies to better understand how the features and functions of the site are used in order that we can improve our service. If you would like more information about the cookies we use, as well as details on how to opt-out, please see the below heading “Cookies Served On Our Website”.

Managing Cookies in Your Browser

Please note that certain areas of our Website can only be accessed by having cookies enabled and you should be aware that disabling cookies may prevent you from accessing some of our content and accessing all the features of our services.

Depending on your browser, you can configure your web browser to delete and/or block the use of cookies.

Cookies Served on Our Website

The following lists a selection of the first and third party cookies used on the Website. Although we may update this list periodically, please be advised that the names of cookies, pixels, and other technologies are subject to change.

TYPE OF COOKIES	WHO SERVES THESE COOKIES	HOW TO OPT-OUT
Essential website cookies: These cookies are strictly necessary to provide You with services available through our Website and to use some of their features, such as the ability to sign in and access to secure areas.	workegypt.net	Because these cookies are strictly necessary to deliver the Website and services to you, you cannot refuse them. You can block or delete them by changing Your browser settings.
Performance and functionality cookies: These cookies are used to enhance the performance and functionality of our Website. Without these cookies, certain functionality may become unavailable.	workegypt.net	<div>You can block or delete these cookies by changing Your browser settings.</div> <div></div>

Cookies on Third Party Sites

When you apply for jobs on the Website sometimes you'll be redirected to an external site to complete your application. These external sites may use cookies, which will not be included in the lists above.

Changes To Our Cookie Policy

Please review the "Effective Date" legend at the top of the Cookie Policy to determine when it was last amended. Any changes will become effective on the "Effective Date" indicated above. By using the Website or providing information to us following such changes, you will have accepted the amended Cookie Policy. If we are going to use Personal Data collected through the Website in a manner materially different from that stated at the time of collection, then we will notify users via email and/or by posting a notice on the Website for 30 days prior to such use or by other means as required by law.

Contact Us

If you have any questions about this Cookie Policy, please contact us:

- By email: **workegypt@workegypt.net**