

## PRIVACY POLICY

Wittij Inc D/B/A Wittij Consulting Inc (WITTIJ), is committed to keeping any and all personal information collected of those individuals that visit our website and make use of our services accurate, confidential, secure and private.

**THEREFORE**, this Privacy Policy Agreement shall apply to WITTIJ , and thus it shall govern any and all data collection and usage thereof.

### **Collection of Information**

This website collects various types of information, such as:

- Voluntarily provided information which may include your name, address, email address, etc.
- Information automatically collected when visiting our website, which may include cookies, third party tracking technologies, and server logs.

We shall only collect personal information that you knowingly and willingly provide by way of conversations, surveys, completed forms, and emails. It is the intent to use personal information only for the purpose for which it was requested.

We may also gather information about the type of browser you are using, IP address, or type of operating system to assist us in providing and maintaining superior quality service.

### **Use of Information Collected**

WITTIJ may collect and may make use of personal information to assist in the operation of our website and to ensure the delivery of the services you need and request. At times, we may find it necessary to use personally identifiable information as a means to keep you informed of other possible products and/or services that may be available to you from wittij.com. WITTIJ may also be in contact with you with regards to completing surveys and/or research questionnaires related to your opinion of current or potential future services that may be offered. Your phone number will be used exclusively to send messages you have opted-in to receive based on your consent.

WITTIJ does not now, nor will it in the future, sell, rent or lease any of our customer information, lists, and/or names to any third parties.

WITTIJ may disclose your personal information, without prior notice to you, only if required to do so in accordance with applicable laws and/or in a good faith belief that such action is deemed necessary or is required in an effort to:

- Remain in conformance with any decrees, laws and/or statutes or in an effort to comply with any process which may be served upon WITTIJ and/or our website;
- Maintain, safeguard and/or preserve all the rights and/or property of WITTIJ; and
- Perform under demanding conditions in an effort to safeguard the personal safety of users of wittij.com and/or the general public.

**Children Under Age of 13**

WITTIJ does not knowingly collect personal identifiable information from children under the age of thirteen (13) without verifiable parental consent. If it is determined that such information has been inadvertently collected on anyone under the age of thirteen (13), we shall immediately take the necessary steps to ensure that such information is deleted from our system's database. Anyone under the age of thirteen (13) must seek and obtain parent or guardian permission to use this website.

**Unsubscribe or Opt-Out**

All users and/or visitors to our website have the option to discontinue receiving communication from us and/or reserve the right to discontinue receiving communications. To discontinue please send an email with your request to [info@wittij.com](mailto:info@wittij.com).

**Links to Other Web Sites**

Our website does contain links to other websites. WITTIJ does not claim nor accept responsibility for any privacy policies, practices and/or procedures of other such websites. Therefore, we encourage all users and visitors to be aware when they leave our website and to read the privacy statements of each and every website that collects personally identifiable information. The aforementioned Privacy Policy Agreement applies only and solely to the information collected by our website.

**Security**

WITTIJ shall endeavor and shall take every precaution to maintain adequate physical, procedural and technical security with respect to our offices and information storage facilities to prevent any loss, misuse, unauthorized access, disclosure or modification of the user's personal information under our control.

**Changes to Privacy Policy Agreement**

WITTIJ reserves the right to update and/or change the terms of our privacy policy, and as such we will post those change to our website homepage at [wittij.com](http://wittij.com), so that our users and/or visitors are always aware of the type of information we collect, how it will be used, and under what circumstances, if any, we may disclose such information. If at any point in time WITTIJ decides to make use of any personally identifiable information on file, in a manner vastly different from that which was stated when this information was initially collected, the user or users shall be promptly notified by email. Users at that time shall have the option as to whether or not to permit the use of their information in this separate manner.

**Acceptance of Terms**

Through the use of this website, you are hereby accepting the terms and conditions stipulated within the aforementioned Privacy Policy Agreement. If you are not in agreement with our terms and conditions, then you should refrain from further use of our sites. In addition, your continued use of our website following the posting of any updates or changes to our terms and conditions shall mean that you are in agreement and acceptance of such changes.

**How to Contact Us**

If you have any questions or concerns regarding the Privacy Policy, please feel free to contact us at the following email, telephone number or mailing address.

**Email:** [info@wittij.com](mailto:info@wittij.com)

**Telephone Number:** 401-340-1400

**Mailing Address:**

Wittij Consulting  
11 S Angell St #422  
Providence, Rhode Island 02906

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**Recruiting Addendum**

Please read these additional terms carefully as they supplement the WITTIJ Privacy Policy and will be specifically applicable, in addition to the Privacy Policy, to your interaction with WITTIJ if submitting for a position at WITTIJ.

When you pursue for an open position by populating an application form, sending an email to [careers@wittij.com](mailto:careers@wittij.com), or otherwise seeking employment with WITTIJ, we collect the following information from you (collectively referred to as “Your Information”):

- Your contact information, such as name, email address, mailing address, phone number, links to your social networking profiles;
- Additional information contained in the resume that you submit to us; and
- Additional information shared via email or phone calls during the recruiting process.

We will use your information to evaluate you for the open position that you have applied for or any position that we consider you suitable for at the time you submit your resume or at any later date and to communicate with you through that process.

Unless you notify us otherwise by an e-mail to [careers@wittij.com](mailto:careers@wittij.com), we will retain this information for archival purposes and to be able to contact you for future opportunities. If you wish to update the information provided to us, you may do so by contacting us at [careers@wittij.com](mailto:careers@wittij.com).

For the purposes of evaluating you for an open position, you understand that we may internally rate you based on parsing of your resume and the information you provide. If you do not wish to be rated by us, please do not provide us your information.

By providing us your information solely to the extent necessary to evaluate you, you consent to us sharing your information within WITTIJ, pursuant to the WITTIJ Privacy Policy and Privacy Policy.