

PRIVACY POLICY

Lingjob respects privacy of Visitors and Users of the Site and collects, stores, uses and discloses your personal information submitted through the Site as described in this Privacy Policy (hereinafter referred to as “**Privacy Policy**”).

This Privacy Policy is effective as of 10 May 2013.

1. GENERAL TERMS

- 1.1. In this Privacy Policy the capitalized terms and expressions shall have the meanings defined in the General Terms of Service.
- 1.2. By submitting Personal Information through the Site, you agree with Terms of Services, including the terms of this Privacy Policy and you expressly consent to the processing of your Personal Information according to this Privacy Policy.
- 1.3. We as well as each and any User or Visitor shall be bound by the Privacy Policy and other documents of Terms of Service. This Privacy Policy is binding to anyone who visits and/or uses the Site or any part thereof as well as any service, tool or any other content available on the Site. If you do not agree with this Privacy Policy you may not use the Site and any service, tools or any other content available on the Site following the General Terms of Service.
- 1.4. Your Personal Information may be processed by Lingjob in the country where it was collected, as well as other countries, where laws regarding processing of Personal Information may be less stringent. The User also understands and agrees that Personal Information, as well as any other information related to the User and collected by Lingjob can be stored in both the Republic of Lithuania as in any other country. By using Lingjob Services the User agrees with transfer of Personal Information of the User outside the residence country of the User.
- 1.5. This Privacy Policy is an integral and inseparable part of Terms of Service.
- 1.6. Lingjob reserves a right to revise (including to modify, amend, supplement, annul) this Privacy Policy or any part thereof and any linked information in accordance with the rules established in the General Terms of Service.
- 1.7. Lingjob reserves the right, at its sole discretion, to change, modify, add, remove, discontinue, annul or terminate any portion of the Site and (or) the Site Services without prior notice.

2. COLLECTION

- 2.1. Each time when you are visiting the Site, our servers temporarily store information about the accessing agent in a log file. In the course of this procedure, the following data is automatically collected and stored, without any action on your part, until the time of automatic deletion: the IP address of the accessing computer, the date and time of access, the name and URL, the website from which access is made, the operating system of your computer and the browser used by you as well as other technical data, the name of your internet access provider, your language configuration and geographical origin (other related data may be collected and stored as well. This data is collected and processed for the purpose of enabling the Visitors and the Users to use our Site (to establish a connection), to permanently guarantee the security and stability of the system, to enable the technical administration of the network infrastructure and the optimisation of Lingjob Services as well as for internal statistical purposes. Also, the IP address may be analysed and used in case of breach of Terms of Service, attacks against the Site infrastructure and for statistical purposes and in other cases, if prescribed in this Privacy Policy or applicable legal acts.
- 2.2. If you register as the User we collect and store Personal Information that specifically identifies you or your Account. We may collect and store the following Personal Information:
 - 2.2.1. User's first name and last name, email address, phone number, physical contact information and other information of your Account. For issuance and acceptance of invoices - financial information, such as credit card or bank account numbers and other information you provide to

purchase the services;

- 2.2.2. additional information we ask you to submit to authenticate yourself or if we believe you are violating the Terms of Service (for example, we may ask you to send us an ID or bill to verify your address, or to answer additional questions online to help verify your identity or ownership of the service you list on the Site);
 - 2.2.3. transactional information based on your activities on the Site (such as bidding, buying, selling, services and content you generate or that relates to your account);
 - 2.2.4. Lingjob may collect information about your device that you use to connect to the Site (for example, personal computer, notebook, mobile phone etc.) for purposes of the Site administration;
 - 2.2.5. other information from your interaction with the Site, the Site Services, content and advertising, including discussions, chats, correspondence through the Site, correspondence sent to us, device ID, connection information, statistics on page views, traffic to and from the Site, ad data and standard web log information;
 - 2.2.6. additional information from you or about you in other ways not specifically described here (for example, information related to your contacts with Lingjob Customer Service or store results when you respond to a survey);
 - 2.2.7. Other information you provide on the Site, including the ability to receive promotional offers from Lingjob.
- 2.3. In the future we may include other optional requests for information from you to help us to tailor the Site and deliver personalized information to you.

3. MARKETING AND ONLINE SURVEYS

- 3.1. Lingjob does not make Personal Information available to third parties for their use and also does not sell the data to third parties for their marketing purposes without your explicit consent.
- 3.2. Upon your consent by filling the registration form, your email address will be used to receive marketing communications about the Site, available services, current promotions, newsletters and other. If you do not provide consent during the registration, but you decide to receive marketing communications from us or participate in our ad-customization programs, as well as receive newsletters, or subsequently you decide opt out of receiving such information you may request us at any time by sending an email notification to info@lingjob.com or using other settings on the Site if available.
- 3.3. However, you may not opt out of receiving administrative communications from Lingjob regarding the Site services or the Site, except by terminating your membership. In addition, you may not opt out of Lingjob sending you legal notices related to Site Services or the use of the Site.
- 3.4. Occasionally, Lingjob may conduct Users' surveys to collect information about Users' preferences. These surveys are optional and if you choose to respond, your responses shall be kept anonymous, unless in particular case it is stated otherwise. Similarly, we may offer contests qualifying Users in which we ask for contact and demographic information such as name, email address and mailing address. None of this information is shared with third parties, unless stated otherwise.

4. ADDITIONAL FINANCIAL INFORMATION

- 4.1. For the purpose of issuance of Credits or Invoice or fulfilment other obligations under the Financial Terms, Lingjob may require you to provide additional financial information. Consequently, Lingjob will collect your financial data and will use this information to invoice you and/or to perform the invoicing and other operation on behalf of Lingjob under Financial Terms. For the verification of financial information, however, Lingjob may require to provide additional information or documentation.

5. USAGE

- 5.1. Our primary purpose for collecting Personal Information is to provide you with safe, smooth, efficient, and customized services on the Site. You agree that we may use your Personal Information to:
 - 5.1.1. provide the Lingjob Services, Site Services and User and/or Visitor support if requested;
 - 5.1.2. collect fees and resolve troubleshoot problems;
 - 5.1.3. prevent, detect, and investigate potentially prohibited or illegal activities on the Site;
 - 5.1.4. customize, measure and improve Lingjob Services, Site Service, content and advertising;
 - 5.1.5. inform you about Lingjob Services, Site Services, upon your consent deliver targeted marketing and service updates;
 - 5.1.6. for other purposes as described when we collect the information.
- 5.2. The information that Lingjob collects in the registration process and through surveys is also used to help us improve Site services to meet the needs and the preferences of our Users. This may include targeting advertising to you about Site Services.
- 5.3. Following this Privacy Policy we also may use Personal Information for our own internal purposes, including contacting you via email to inform you about updates to Site Services and providing you with information relating to e-commerce transactions that you conduct on the Site, etc.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

- 6.1. We may disclose your Personal Information to respond to legal requirements, enforce our policies, reply to provided claims or other content, that violates the rights of other third parties, or protect anyone's rights, property or safety. Such information will be disclosed in accordance with applicable laws and regulations of the Republic of Lithuania, which integral part is EU legislation.
- 6.2. You agree that we may also share your Personal Information, including User Content, with:
 - 6.2.1. third party contractors and/or partners who work on behalf of or with Lingjob to provide you with Site Services, to help Lingjob to communicate with you or to maintain the Site, other service providers under contracts concluded with Lingjob, who help with Lingjob business or Site operations (such as bill collection, etc.);
 - 6.2.2. other third parties to whom you explicitly ask us to send your Personal Information (or about whom you are otherwise explicitly notified and consent to when using a specific service);
 - 6.2.3. the affiliates or associated companies, if we shall have any subsidiaries, joint ventures or other companies under a common control in the future;
 - 6.2.4. other business entities, in case of merger or acquisition of Lingjob or transfer of the Site or assets related to the Site. In such case, we will require that the new entity will follow this Privacy Policy with respect to your Personal Information. If your Personal Information will be used contrary to this Policy, you will receive prior notice.

7. INFORMATION YOU SHARE ON SITE

- 7.1. Your name, surname, nickname and your photo, if uploaded, are displayed throughout the Site (and available to the public), and is connected to all of your Site activities. However, following requirements and guidelines available on the Site, it is optional for you to choose the access and availability of your other Personal Information (including your feedbacks, ratings, comments, optional profile information and other) to other Users or Visitors.
- 7.2. If you associate your name or other Personal Information with your User ID and Account, people to whom you have revealed your name or other Personal Information will be able personally identify your activities on the Site.
- 7.3. Your password is the key to your Account. When creating your password, please use unique numbers, letters and special characters, and do not disclose your Account password to anyone. If you do share your password or your Account information with others, you are responsible for all actions taken in the name of your Account at all times, unless it is proven otherwise. In case you access the sites from a shared

computer or a computer in an internet café, certain information about you, such as your User ID, activity or reminders from Lingjob, may also be visible to other individuals who use the computer after you.

- 7.4. If you lose control of your password, you may lose substantial control over your Personal Information and may be subject to legally binding actions taken on your behalf. Therefore, if your password has been compromised for any reason, you should immediately notify Lingjob and change your password on the Site.
- 7.5. As part of registration as a User you will be required to provide Personal Information and some additional information about yourself and to set up a profile describing your experience, qualifications and other. However, the information in the profile is optional, so you decide what information shall be seen by other Users. In case you decide to offer a Freelancer Service, potential Clients may review your profile to help them decide whether to make a bid on your proposal or not. Optional information indicated in your profile is available for any other User or Visitor to access depending on your Account's settings. We will not have any obligation under this Privacy Policy with respect to information in your profile or information you voluntarily provide to other Users through the Site.
- 7.6. You can check, review and amend most of your Personal Information provided on the Site by signing on to your Account and using settings on the Site (if available).
- 7.7. We will not manually modify your Personal Information. You must promptly update your Personal Information if it changes or is inaccurate.
- 7.8. Once you make a public posting on the Site, you may not be able to change or remove it.
- 7.9. Notices sent to other Users about suspicious activities and Privacy Policy violations on the Site refer to User ID's.
- 7.10. If you shall decide, that you disagree with the processing of your Personal Information by Lingjob, you may submit an according request to us at any time by sending an email notification to info@lingjob.com. After the receipt of such request, your access to the Site or to Lingjob Services may be limited or terminated.
- 7.11. Lingjob shall have the right to store your Personal Information until your Account is terminated following provisions of the Privacy Policy and/or Terms of Service. Your Account will be deleted and your Personal Information will be removed following the terms and conditions of the Privacy Policy and Terms of Service. If your Account is terminated you may not access your data on the Site, if not provided otherwise in this Privacy Policy or Terms of Service. After the termination of the Account we may store Personal Information for the time period not exceeding 10 years, which is necessary to achieve all and any goals for collection of Personal Information indicated in this Privacy Policy. However, Lingjob reserves the right to storage Personal Information for longer or shorter time period.
- 7.12. We shall have a right to retain Personal Information from terminated or deleted Accounts in order to comply with laws, prevent fraud, collect any fees owed, resolve disputes, troubleshoot problems, assist with any investigations, enforce rights under Terms of Service and take other actions otherwise permitted by laws.
- 7.13. Notwithstanding the above, we will maintain Personal Information on Users who have been removed for violating Terms of Services and applicable laws.

8. USING INFORMATION FROM LINGJOB

- 8.1. Lingjob enables you to share Personal Information to complete transactions and collect payments. With the exceptions described in this Section, we cannot guarantee the privacy or security of your Personal Information shared through the Site with other Users. Therefore we encourage you to evaluate the privacy and security policies of other contracting parties before entering into a transaction and choosing to share your information. In order to help protect your privacy, we allow only limited access of other Users to your contact and financial information.
- 8.2. Users involved in a transaction may request full contact information of the other party. If you request the contact information of another User, your contact information will also be released to that User. You agree not to use the disclosed information of other Users for any purpose contradicting to the Privacy Policy or

other Terms of Service.

- 8.3. We encourage you to help us expand and make improvements to the Site by providing us with any thoughts or comments you might have regarding our Site Services or the operation of the Site. You can submit any comments you have to us by clicking on the link "Email us". The "Email Us" page asks for your email address and User name, what will be used only to acknowledge or respond to your comments and will not cause you to receive any secondary or promotional material, unless specifically requested by you. Your Username is optional. Under certain circumstances, we may ask for your permission to post your comments in marketing or promotional materials.

9. COOKIES

- 9.1. We use "cookies" (small files placed on the hard drive of your computer or other device) on the Site to help analyse Site's flow, customize Lingjob services, content and advertising, measure promotional effectiveness and promote trust and safety.
- 9.2. By using the Site or Lingjob Services, you expressly consent to record the cookies by Lingjob on your computer (or other device).
- 9.3. Please find the main information you should know about cookies below:
 - 9.3.1. we may offer certain features that are available on the Site only through the use of cookies;
 - 9.3.2. we use cookies to help identify you and maintain your signed-in status;
 - 9.3.3. most cookies are "session cookies", meaning that they are automatically deleted from the hard drive of your computer (or other device) at the end of a session;
 - 9.3.4. you are always free to decline our cookies if your browser permits, although doing so may interfere with your use of the Site or services that are accessible through the Site;
 - 9.3.5. you may encounter cookies from third parties on certain pages of the sites that we do not control.

10. NO SPAM, SPYWARE OR SPOOFING

- 10.1. We do not tolerate spam, spyware or spoofing. Make sure to set your Site communication preferences that we could communicate to you as you prefer. Please report Lingjob-related spam, spyware or spoof emails to Lingjob and forward the email to info@lingjob.com.
- 10.2. You are not allowed to add other Users to your mailing list (email or physical mail) without their expressed consent.
- 10.3. You may not use our communication tools as well as the Site, when and if such are available, to send spam or otherwise send content that would violate this Privacy Policy or Terms of Services, perform spyware or spoofing.
- 10.4. We may automatically or manually filter messages to check for spam, viruses, phishing attacks and other malicious activity or illegal or prohibited content, but we do not permanently store sent messages. If you send an email to an email address that is not registered through the Site, we do not permanently store that email or use that email address for any marketing purpose.

11. SECURITY

- 11.1. We are using reasonable physical, electronic and procedural measures and methods to safeguard information (including Anonymous Information) in our possession against loss, theft and unauthorised use, disclosure and modification. Please note that, although we make reasonable efforts to protect your Personal Information, with current technology, we cannot and we do not guarantee the security of your Personal Information as it is delivered or collected using the internet.
- 11.2. You can reduce the risk of unauthorized access to your Personal Information by using common sense security practices such as choosing a strong password, using up-to-date antivirus software, etc.

12. THIRD PARTIES

- 12.1. Except as otherwise expressly included in this Privacy Policy, this document addresses only the use and

disclosure of information we collect from you throughout the Site. If you disclose your Personal Information to others, whether they are Users or other third parties on the Site or other sites throughout the internet, different rules may apply to their use or disclosure of the information you disclose to them.

- 12.2. Lingjob does not control privacy policies of third parties and you are subject to the privacy policies of those third parties where they are applicable.
- 12.3. Lingjob is not responsible for privacy policies or the content of any other websites to which the Site links or which link to the Site. By clicking on a link, logo or other item, or using certain services available on the Site, including the online communication services, please note that you may no longer be on the Site.
- 12.4. Lingjob does not collect any information about the Users from third parties, except when otherwise expressly provided in this Privacy Policy or provisions of Terms of Service as well as in case of violation of legal requirements, Terms of Service or rights of third parties.

13. DISPUTE RESOLUTION

- 13.1. The rules applicable with respect to the issues of an applicable law and a dispute resolution are indicated in the General Terms of Service.

14. CONTACTING DETAILS

- 14.1. If you wish to report a violation of the Privacy Policy, have any questions or need assistance regarding the Privacy Policy or practices, please contact Lingjob Customer Support as follows:

Email: info@lingjob.com;

Phone: +370 656 67797 (Mon – Fri, 7.00 – 16.00 UTC).

Data Manager

UAB (*Closed stock company*) Lingjob

Legal entity code: 302973444

Registered office at: A. Tumėno str. 4, Vilnius, Republic of Lithuania