

1. Information Collected

When you use Instantresume.io (“we,” “our,” “us” or “Instantresume.io”) services, you share certain personal information with us, including but not limited to your name, e-mail address and home address, mobile number, and/or credit card information. Additionally, you may provide us with other personal information at your discretion, and as needed in your use of the Services. We collect information from you in the following ways:

- **Registration, Product, Services and Account Information:**
- You can anonymously browse our website and services. The creation of an account with us or the use of particular services may require that you furnish certain information and will no longer be anonymous. Personal Information will only be associated with your account when you sign in to use our services.
- **Technical Usage Information:**
- By visiting our website, instantresume.io will collect usage information relayed by your computer, mobile or other device to show how you have been utilizing our website and services. We use tracking technologies to manage and collect this information. These technologies include cookies, flash cookies, web beacons/GIFs and embedded scripts. These tracking technologies may be used as an operational necessity, for performance, for functionality and for targeting purposes.
 - Operational Necessity. The use of tracking technologies may be required for system administration, in order to prevent fraud, to improve security or to allow you to use our shopping cart system. For operationally necessary tracking technologies, user consent is not required.
 - Performance Related Purposes. Cookies and other tracking technologies may be used to ascertain the performance level of our online services and as part of our analytic practices in order to provide you with the highest level quality in our services and website.
 - Functionality Related Purposes. Tracking technologies may be used in order to customize the services and website to your taste by letting us know if you have visited the site before and what features you may have interest in.
 - Targeting related Purposes. Tracking technologies may be used in order to deliver targeted ads that are relevant to you interests on our services and third party services based on how you interact with the website, content and advertisements. They may also be used to track the content you access and the videos viewed.
- Additionally, these tracking technologies may store password information as well as computer and connection information. Company may, from time to time, use software tools that measure and collect session information. This information includes page response times, time spent on certain pages, page interaction information and download errors.

- ***Information to Respond to User Requests:***

- From time to time, you may contact us with questions or comments. By doing so, you may provide personal information so that we can appropriately respond to your requests, as well as to send you communications like newsletters. Section 3 below details how you can unsubscribe from these communications.

- ***Social Media Information:***

- We offer multiple ways to access your account. Social media credentials can be used to sign on to our services. We also provide the functionality to be able to share certain information with third-party platforms such as Facebook, Twitter and LinkedIn, among others.

By linking your account or accessing your account through your social media credentials, you may be allowing us to have ongoing access to certain information on those platforms including: social media credentials, public profile, friend list, photos, people you follow or like, your email address, birthdate, work and educational history, interests, current location, religious and political inclinations, website, personal description and likes. We may also receive additional information such as content viewed and information about the advertisements within the content you have been shown or may have clicked, from your interaction with our services. You agree that we may share your video viewing with or obtain information about you video viewing from analytics providers and advertising partners, third-party partners and social media sites for two consecutive years or until the time you withdraw your consent. You may control the information we have access to through your social media accounts by modifying your privacy settings on each particular platform. With the use of cookies and tracking technologies, some of the information we collect may be passed to analytics providers and marketing partners. By using your social media credentials on Company website and services, you agree that we may collect use and store information from these platforms in accordance with this Policy.

- ***Information about Third Parties:***

- Our services provide you the opportunity to invite third parties to use our services by entering their personal information. This is always an optional feature.

Information Acquired from Third Party Sources

Information collected on the website may be combined with readily available information from public records such as demographic information, navigational information and any additional contact information acquired in accordance with the relevant laws and regulations.

Information Posted on or Using the Services

The services and website provided by Company allow users to provide information on yourself and your opinions and reviews of our services. Your profile may contain pictures or other information that serves to identify you. Additionally, any content you may post and recommendations you may help form an idea of your beliefs.

We strive to protect your privacy and only collect information that we believe is required to advance our legitimate business interest and to improve our services and understand your needs. By using our website, you are consenting to our tracking of your video viewing for up to two years or third party social media.

2. Use and Retention of Information

- **Operation of our Site and Provision of Services:**
- The information that we collect, including email accounts created on our website, are used to respond to your questions and requests, provide you with customer service, personalize your user experience by providing targeted content on the site, improving our site and services and to provide a custom and safe experience. We may use these accounts to fulfill product and service orders you may have made, give you information about your account to resolve any problems with the account or services or any additional help requests you may make.
- **Analyze and Aggregate Non-Personal Information:**
- We may use aggregate information about users and non-personal information to analyze Site and user behavior and prepare reports.
- **Fraud Prevention:**
- The information collected may be used to prevent, detect and investigate security breaches and suspected prohibited or illegal activities.
- **Communicating with you and third parties at your request:**
- Your information may be used to communicate with you in order to maintain our site, services and your account. We may also use this information to comply with your stated communication preferences or provide other products and services you have requested as described at the moment you made your request or purchase. We may also contact you for other purposes, such as marketing of new products and services, as allowed by law.
- **Mobile Data:**
- By accessing the site and services through the use of a mobile device, you consent that we may use the information collected in accordance with this Privacy Policy (location-based services, marketing, personalized content, etc.).

We only retain information gathered for as long as it is required in order to fulfill the purpose for which it was collected, in compliance with all applicable laws. Your consent to such purpose will remain valid after the termination of your relationship with us. You consent to our retention of video viewing tracking data for as long as is permitted by applicable laws.

3. Your Choices

- **Opt Out of Advertisements:**

- You may wish to not receive our electronic marketing communications. To unsubscribe from these promotional messages, click the “unsubscribe” link located on the footer of any e-mail you receive from Instantresume.io
- **Managing your Resumes:**
- In order to change or delete your resumes, please log in to your account and click “Resumes”. You may then select edit or delete.
- **Your Privacy Settings:**
- Information you provide while using our services may be public and may be redistributed by us and any third party that views your profile or the information you post. You may change these preferences by following the process set out in Section 6 or contacting us at: info@instantresume.io. Instantresume.io is not responsible for any use, disclosure or copies of your public content on or through the service that you made public and are downloaded by third parties.
- **Administrative and Transactional Emails:**
- Although instantresume.io allows you to unsubscribe from most communications, you may not opt out of administrative messages. Instantresume.io provides an online service and you may not opt out of emails about your transactions, account, and policy changes, among others, for your registered account.
- **How to Deactivate and Delete your User Content or Account:**
- You can request the cancelation and deactivation of you account by logging into your account and clicking the [MY ACCOUNT]. You can also email info@instantresume.io . When you make the request for deletion, your information, resume and profiles will no longer be available or visible to you or other users. Any personal information that was publicly posted and previously accessed by third parties cannot be deleted from third party systems. Instantresume.io will retain logs and non-personally identifiable information about you as well as an archival copy of your information for record keeping and internal purposes. This information will not be accessible by you or third parties.
- **Timing of Requests and Third Parties:**
- We will make commercially reasonable efforts to comply with your request as soon as possible but, changes may not be immediately effective. Instantresume.io will not be responsible for informing any third parties with whom we have already shared your information of any changes you have requested. We also cannot remove information from or cause the information to be removed from the third party databases.

4. Information Provided by You

If you choose to participate in Instantresume.io services that permit you or Instantresume.io, on your behalf, to post on third party sites or if you post information or content in online forums or communities, or interacting with Instantresume.io social media pages, plug-ins or applications, your information may become public on the Internet. You may modify your privacy settings at any time in your account. We cannot prevent any further use of your information if it has become public. You alone can control what data you share and is shared through your privacy settings on social media

sites. In case of doubt, please refer to the third party's privacy policy and terms of use. Instantresume.io cannot and does not control the terms of third party websites. You may also elect to have your profile restricted to registered users only by following the instructions in your account settings. You agree that Instantresume.io will use the contact information that you provide to contact you by email or by text messaging and consent is not a condition to having access to the site or Instantresume.io services. Messaging and data rates may apply.

5. Tracking Technologies

A "cookie" enables our own system to recognize you when you visit our websites again and improve our service to you. The information is used to track visitor use of the websites and to compile statistical reports based on the website activity. For further information about cookies visit www.aboutcookies.org or www.allaboutcookies.org. If you wish to reject our cookie, you can configure your browser to do so. However, some of our websites features may not function if you remove cookies from your browser. If you do not enable cookies, you may not be able to access important functions or features on this Site and you may only be able to use the websites on a limited basis.

Our websites may use Google Analytics, provided by Google, Inc. ("Google"). Google Analytics is a web analytics service that uses "cookies", which as mentioned above are text files placed on your computer, to help our website analyze how users use the site. The information generated by the cookie about your use of our website (including your IP address) might be transmitted to and stored by Google on servers located in various countries. Google (among other web analytics vendors we may have) uses this information for the purposes of evaluating your use of our websites, compiling reports on website activity for website operators, and providing other services relating to website activity and internet usage. You have the choice to refuse the use of cookies by selecting the appropriate settings on your browser; however, please note that, if you do this, you may not be able to use the full functionality of this website. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. Google is not sponsoring the activities of our websites. Google provides tools to manage the collection and use of certain information by Google Analytics at tools.google.com/dlpage/gaoptout and by Google Analytics for Display Advertising or the Google Display Network by using Google's Ads Settings at google.com/settings/ads.

If you would like more information about third party advertising and your options to opt-out, you may visit: <https://aboutads.info/choices/>; allaboutcookies.org, youronlinechoices.eu (Europe) and youradchoices.ca (Canada).

Should you have any questions please email us at info@instantresume.io

6. Accessing, reviewing and changing your personal information

When you create an account, you can review or change your personal information at any time by accessing your account and adjusting your settings. If your personal information changes at any time, you should promptly make the changes in your accounts settings. In order to comply with the law, prevent fraud, enforce our Terms or take other actions permitted by law, we may retain some information from closed or canceled accounts. If your account is terminated or suspended, we may retain some information to pre-vent you from re-registering. For users that have not created an account, you may update or request to access the information you have provided by contacting use as described in the Help section below.

7. California Residents

- California Civil Code Section 1798.83 permits users who are California residents to request and obtain a list of the personal information that Company has disclosed to third parties for marketing purposes in the preceding year and the names and contact information for those third parties. You may only make a request once a year and they are free of charge. In order to make a request under this law, please remit your request in writing to info@instantresume.io. Please include “California Privacy Rights” in the subject line and the text of the email. You must also include your name and physical address, including your street address and zip code. Please be sure to include as much information as necessary for us to be able to determine if this section applies to you. You need to attest to the fact that you are a California resident and provide a current and valid California address to receive a response. We will not accept request via any other method and are not responsible for notices that are not sent properly or do not include the required information.
- California Business and Professions Code, Section 22575(b) gives California residents the right to know how Company responds to “Do Not Track” browser settings. Company does not currently take actions to respond to these requests because there is not a uniform technological standard that has been adopted at this time. Company will continue to review and remain up to date on new and emerging technologies and may adopt a process if one if universally applied.

8. Third Parties Advertisers

Our Services and website may contain links to third party websites. Instantresume.io may also provide products and services that share information with third parties in order to aid you in your job search. Instantresume.io will not be responsible for the privacy processes and the content of these third party websites. Please take the time to read and understand their privacy policies and terms before providing third parties' any information.

9. Security Measures

Instantresume.io strives to maintain technical, physical and administrative security measures to ensure the protection and security of your personal information against any loss, misuse, unauthorized access, disclosure, copying or use. These measures include, but are not limited to, firewalls, physical access controls to data centers and access authorization codes. It is your responsibility that the information you have provided is accurate.

10. Privacy Rights of Children

Instantresume.io owns and operates a general audience site that is not intended for use by children under the age of 13. We do not knowingly collect information from this age group through our websites and services. If you are a minor and wish to remove the information you posted on this site, please contact us at info@instantresume.com. Although we will remove this information from our service and system, we cannot ensure its complete and comprehensive removal.

11. Notification of Updates to our Policy

Instantresume.io may periodically update the Privacy Policy. The Policy posted at any time on this website will be deemed to be the then current Privacy Policy. You agree that we may notify you in case of a material change in the way we treat your personal information by placing a notice on this site. To make sure you are up to date with our latest Privacy Policy, please check the site frequently.

12. Help

If this Policy and our Terms are not able to answer your questions, you can contact us by:

- ✓ e-mail: info@instantresume.io