

1. COLLECTION OF PERSONAL INFORMATION

When you use or register with BoutiqueRecruiting.com (the Site), we may collect certain information that identifies you as an individual or relates to an identifiable individual (“**Personal Information**”). The categories of Personal Information we may collect include:

With respect to visitors of BoutiqueRecruiting.com, we collect the following categories of information from your browser or directly from you when you visit our Site:

- Internet activity, such as your browsing activity on the Site, your IP address, cookies, installed plug-ins, javascript objects, and geolocation data

With respect to job applicants, Candidates and our employees, we collect the following categories of information from you:

- Identifiers, such as your name and contact information (email, address (mailing and home) and phone number), and any login ID or email address and password created by you
- Professional or employment-related information, such as your job search criteria and preferences, your availability to work, your employment experience, educational history, your skills, reference information, background check information, pay / compensation expectations, ability to work in the United States, languages spoken, and other information contained in your resume
- Emergency contact information consisting of full name and phone number
- Information protected against security breaches such as bank information if you work with us and elect to be paid via direct deposit consisting of bank account numbers and direct deposit information

With respect to Customers, we collect the following categories of Personal Information from you or from our service providers such as job boards:

- Identifiers such as your name, business phone number, and work email
- Professional or employment-related information such as your company name, department, and job title
- Information protected against security breaches such as bank and payment information if we render services to you, depending on how you elect to pay for services rendered

With respect to vendors and independent contractors, we collect the following categories of Personal Information:

- Identifiers such as your name, business phone number, and work email
- Professional or employment-related information such as your company name, department, and job title
- Information protected against security breaches such as bank account information, so we can pay you for providing products or services to Boutique Recruiting

With respect to marketing recipients and prospective customers, we collect the following categories of Personal Information from you, from our service providers such as job boards, or from information that is publicly available on the internet:

- Identifiers such as your name, business phone number, and work email
- Professional or employment-related information such as your company name, department, and job title

By providing your mobile phone number to us, you opt in and consent to receive text messages from us, which includes but is not limited to text messages sent through an automatic telephone dialing system. Consent to receive marketing text messages is not required as a condition of working with us. If you do not wish to receive marketing text messages, do not provide us with your mobile phone number.

2. USE OF PERSONAL INFORMATION

We specify below the business and commercial purposes for which we use Personal Information. We use Personal Information to register you at Boutique Recruiting, to provide you with information regarding employment opportunities and career-related information, to manage our relationship with you, to develop and carry out marketing activities, and to otherwise provide you with requested information or services. We may from time to time use your Personal Information to send you automated email messages, text messages (message and data rates may apply), or marketing materials regarding our services, including employment information. We may also use Personal Information for our business purposes, such as data analysis, audits, protecting the Site from abuse, and improving our services.

In addition to the above purposes, we use your information as described in the section below titled "Disclosures of Personal Information for Business Purposes".

3. NO SALES OF PERSONAL INFORMATION

We have not sold any of your personal information in the preceding twelve (12) months.

4. DISCLOSURES OF PERSONAL INFORMATION FOR BUSINESS PURPOSES

For business and commercial purposes, Boutique Recruiting may disclose to third parties the following categories of Personal Information:

- Identifiers such as your name and email address
- Characteristics of protected classifications under California or Federal law such as gender
- Internet or other electronic activity information such as network activity information or information obtained from your device like browsing history on the Site, IP address, search history on the Site, your interaction with an advertisement, installed plug-ins, and javascript objects on your device.
- Information protected against security breaches like your direct deposit or bank account information so that workers can be paid and Customers can pay us.
- Geolocation data
- Professional or employment-related information
- Education information

Boutique Recruiting may disclose such Personal Information to the following categories of third parties:

- **Service Providers.** We may share Personal Information with our third-party service providers who perform business functions and services on our behalf such as the provider of Boutique Recruiting customer relationship management solution.
- **Customers and Prospective Customers.** Customers and prospective customers may request professional and employment-related information for purposes of evaluating a Candidate's credentials, skills and experience. Customers may also need to approve and process timesheet information for Candidates.
- **Candidates.** We may share Personal Information of our Customers or prospective customers to Candidates such as when a Candidate must know information about whom to contact when going on an interview or an assignment with a Customer or prospective customer.

- **As required or appropriate by law.** We may disclose Personal Information to regulatory authorities, government authorities or courts to comply with applicable laws, the service of legal process, or if we reasonably believe that such action is necessary to (a) comply with the law requiring such disclosure; (b) protect the rights or property of Boutique Recruiting or its affiliated companies; (c) prevent a crime or protect national security; or (d) protect the personal safety of the users or the public.
- **Business transfers.** We also may disclose or transfer information to a third party in the event of any reorganization, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).

5. COLLECTION AND USE OF OTHER INFORMATION

“Other Information” is any information that does not reveal your specific identity or does not directly relate to an identifiable individual. We may collect Other Information in a variety of ways, including:

- **Through your browser or device:** Certain information is collected by most browsers or automatically through your device, such as your Media Access Control (MAC) address, computer type (Windows or Macintosh), screen resolution, operating system name and version, device manufacturer and model, language, date, and Internet browser type and version. We use this information to ensure that the Sites function properly.
- **Using pixel tags and other similar technologies:** Pixel tags (also known as web beacons and clear GIFs) may be used to, among other things, track the actions of Site users and email recipients, market our services to you, measure the success of our marketing campaigns and compile statistics about Site usage and response rates.
- **Analytics:** We use third-party analytics providers such as Google. Google Analytics uses cookies and similar technologies to collect and analyze information about use of the Services and report on activities and trends. Google Analytics may also collect information regarding the use of other websites, apps and online resources. You can learn about Google's practices by going to www.google.com/policies/privacy/partners/, and opt out by downloading the Google Analytics opt-out browser add-on, available at <https://tools.google.com/dlpage/gaoptout>.
- **IP address:** Your “IP Address” is a number that is automatically assigned to your computer by your Internet Service Provider. An IP Address may be identified and logged automatically in our server log files whenever a user accesses the Sites, along with the time of the visit and the pages visited. We use IP Addresses for purposes such as calculating usage levels,

diagnosing server problems, and administering the Sites. We may also derive your approximate location from your IP Address.

Please note that we may use and disclose Other Information for our business purposes.

- **Using Cookies:**

What Are Cookies?

Cookies are pieces of information stored on the computer or mobile device that you are using. Cookies allow us to collect information such as browser type, time spent on the Site, pages visited, registrations, submissions, demographics, information requests, language preferences, and other traffic data. We use the information for security purposes, to recognize your device, to facilitate navigation, to display information more effectively, and to personalize your experience. We also gather statistical information about use of the Site to enhance its functionality, understand how it is used and assist us with resolving questions about it. We may also use cookies and other technologies in online advertising campaigns to track responses to our ads. If you do not want information collected through the use of cookies, most browsers allow you to automatically decline cookies, or be given the choice of declining or accepting a particular cookie (or cookies) from a particular site. If, however, you do not accept cookies, you may experience some inconvenience in your use of the Site.

Cookies cannot spread viruses or harm your computer. With respect to how long a cookie stays on your computer or mobile device, some cookies are session cookies that expire once you close your browser while others are persistent cookies which stay on your device until you delete them or they expire.

Strictly Necessary Cookies

These cookies are necessary for the Sites to function and cannot be switched off in our systems. They are usually only set in response to actions made by you which amount to a request for services, such as setting your

privacy preferences, logging in or filling in forms. You can set your browser to block or alert you about these cookies, but some parts of the Site will not then work. These cookies do not store any Personal Information.

Advertising and Social Cookies

These cookies may be set through our Sites by our advertising partners. These cookies collect Personal Information about your browsing habits in order to make advertising more relevant to you and your interests. Personal Information and data stored by these cookies are based on uniquely identifying your browser and internet device. We also use social media cookies to allow you to share our content on social networking sites through Facebook, Twitter, LinkedIn, and YouTube. Disabling these cookies may result in seeing advertising that is not as relevant to you or you not being able to link effectively with Facebook, Twitter, or other social networks and/or not allowing you to share content on social media.

6. RETARGETING

We may use third-party advertising companies to serve ads regarding our services when you access and use other websites, based on information relating to your use of the Sites. To do so, these companies may place or recognize a unique cookie on your browser (including through use of pixel tags). By utilizing the Sites, you consent to the use of cookie or other tracking technologies to serve you retargeted advertising.

7. THIRD PARTY SERVICES

This Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any site or service to which the Sites link.

8. SECURITY

We use reasonable organizational, technical and administrative measures designed to protect Personal Information within our organization. Unfortunately, no data transmission or storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure, please immediately notify us.

9. CHOICES RELATING TO RECEIVING EMAIL FROM US

If you no longer want to receive marketing-related emails from us on a going-forward basis, you may opt-out by using the mechanism contained in each such email. Otherwise, you may unsubscribe by doing either of the following:

- Call 848.800.4938
- Send us an email at leo@btqrecruit.com

10. CHOICES RELATING TO SMS TERMS

If you no longer wish to receive marketing-related texts from us on a going-forward basis, you may opt-out by texting "STOP" to us at any time. You may text "HELP" to us or call 1-848.800.4938 for assistance relating to text messages we send.

11. USE OF SITES BY MINORS

The Sites are not directed to individuals under the age of eighteen (18) and we do not knowingly collect Personal Information from individuals under 18. If you are a resident of California, under 18 and a registered user of the Sites, you may ask us to remove content or information that you have posted to the Sites by writing to leo@btqrecruit.com. Please note that your request does not ensure complete or comprehensive removal of the content or information, as, for example, some of your content may have been reposted by another user.

12. NEVADA RESIDENTS

We do not sell personal information. Nevada residents may email questions regarding our practices relating to personal information to leo@btqrecruit.com

13. JURISDICTIONAL ISSUES

Boutique Recruiting is controlled and operated by us from the United States and is not intended to subject us to the laws or jurisdiction of any state, country or territory other than that of the United States.

14. ACCESS OR DELETION REQUESTS FOR CALIFORNIA RESIDENTS

If you are a California resident, you have the right, subject to certain exceptions defined in the California Consumer Privacy Act ("CCPA") and other applicable laws and regulations, to request that Boutique Recruiting disclose certain information to you about our collection and use of your personal information over the past twelve (12) months. You will not receive discriminatory treatment for exercising your rights under the CCPA. If you would like to exercise your rights to make an information access request or a deletion request, please contact Boutique Recruiting at 858.800.4938 or email leo@btqrecruit.com.

15. CONTACT US

If you have any questions or complaints about the Terms or the Policy, or if you would like to update any personal information you have provided to us, please contact the webmaster at the mailing address or email address below.

Mailing Address:

Boutique Recruiting
Attn: Terms of Use / Privacy Policy
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San Diego, CA 92108
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