



creative werks' Privacy Policy

Maintaining trust requires that we protect your privacy and we are committed to protecting it through our compliance with this policy. creative werks is sensitive to the privacy of those who use our website, pages, applications, third-party social networking services, emails, and mobile applications (collectively, our "Sites"). This policy describes information we may collect from you are that you may provide when you visit our website, and describes our practices for collecting, using, maintaining, protecting, and disclosing that information.

Please read this policy carefully to understand our policies and practices concerning your information and how we will treat it. If you do not agree with our policies and practices, you may choose not to visit or use our website. This policy may change from time to time. Your continued use of this website after we make changes will be considered acceptance of those changes, so please check periodically for modifications.

Information We Collect

We may collect data about your profile (and the device you use to access our Sites) in a few ways:

- You may directly provide information to us;
- You may choose to allow a social networking service to share information with us;
- We may gather other information when you visit our Site or other services when you interact with our advertising and applications on third-party websites and service, if those applications or advertising include links to this policy.

Information Provided Directly

When you submit a form on our website, apply for a position through our Newton Applicant Tracking System, or email us, you may directly provide us with any information. This includes, but is not limited to:

- Name
- Email address
- Postal address
- Phone number
- User name or password
- Phone number
- Gender
- Demographic information
- Other information you affirmatively allow a third-party service (i.e. Instagram) to provide to us or share with us



Information from Social Networking Services

If you choose to access or make use of third-party social networking services (such as Facebook or Twitter), we may receive personal information about you that you have made available to those services, including information about your contacts on those services. Your decision to use a social networking service will always be voluntary. However, you should make sure you are comfortable with the information social networking services may make available to our Site by visiting those services' privacy policies.

Information Obtained from Our Sites

When you visit our Sites we may use cookies or other technologies to collect information about your device and your online activity. Some examples of information we may collect:

- Device type (i.e. desktop, tablet, or mobile device)
- Browser type (i.e. Chrome)
- Operating System (i.e. Windows)
- IP address, MAC address, device ID, installed fonts, or similar information
- Details of your visit to and interaction with our Sites (page visits, links clicked, items viewed)
- Email opens, forwards, views, and image clicks

How We Use This Information

Information We Share

We never sell personal information about our web Site visitors. Except as described here, we do not disclose personal information of our web Site visitors. We may share information provided by our visitors to our Sites with service providers we have retained to perform services on our behalf. These service providers are restricted from using or disclosing the information except as necessary to perform services on our behalf or to comply with legal requirements. In addition, we may disclose information about you (i) if we are required to do so by law or legal process, (ii) to law enforcement authorities or other government officials, or (iii) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or confirmed illegal activity.

We use the data you provide to communicate with you regarding our services, opportunities, and promotions. Additionally, we use the data to provide you with information, services, products, or other materials you request. We aim to customize your interactive experience and to continually improve our Sites. Some specific ways in which we use this information are:

- To create and manage your profile as a user or member of our Site (or as someone who has applied for a position through our Site)
- To present our website and its contents to you



- To provide you with services or offers you have requested
- To respond if you contact one of our Consumer Services Representatives
- To better understand the audience for our Sites and services
- To analyze how our products, services, and Sites are accessed and used
- To help us develop new products, services, and Sites
- To develop and deliver advertising and other communications more tailored to your interests
- To help us improve our advertising
- To provide security and protect against fraud
- To notify you about changes to our website or any products or services we offer or provide through it
- To enforce our Terms of Use, Community Rules, or other legal rights
- For any other purpose with your consent
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How We Use Cookies and Similar Technologies

We (and third parties that provide functionality on our Sites) may use cookies and similar technology to facilitate web administration and navigation, better understanding and improvement of our Site, and a rich online experience.

General Description of Web Technologies

Cookies

Cookies are small files placed on your computer or device when you visit a website. They may be used to store a unique ID number tied to your computer/device so that you can be recognized as the same user across all browsing sessions on our Sites. Some cookies are essential to enable you to move around our Sites. When combined with information collected when you register on a Site, cookies allow us to welcome you back to the Site or provide enhance features of the Site.

Most browsers default to accept cookies automatically; however, you may refuse to accept browser cookies by activating the appropriate setting on your browser. If you wish to disable cookies, please refer to your browser help menu for instructions. Note that by disabling cookies, you may be unable to access all elements on our Sites. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you direct your browser to one of our Sites.

Web Beacons

Web beacons are tiny, transparent images that allow us to count the number of users who have visited a web page or accessed a certain cookie. When you access a page containing a beacon, you establish a communication with a web server, which collects certain information about your device. This may include IP address, browser type, operating system type, and identifiers stored



in cookies. Being able to access these web beacons allows us to gain important web analytics and ultimately improve our Sites.

Information Not Collected

creative werks does not, through its Sites and your accessing its Sites, collect any information or data that is considered as a “biometric identifier” under the Illinois Biometric Information Privacy Act. Thus, creative werks will not obtain information such as an iris scan, fingerprint, voiceprint, or a scan of hand or face geometry under this policy. For further information on this issue, see creative werks’ BIPA (Biometric Information Privacy Act) policy. In addition, to the extent it applies in any given situation, creative werks will comply with the requirements of the Illinois Personal Information Protection Act as well as all other applicable laws.

Your Consent to the Terms of This Privacy Policy

By using this Site, you signify your assent to and acceptance of all of the terms of this Privacy Policy and this Site’s Legal Terms. If you do not agree with any term of this Privacy Policy or our Legal Terms, please do not use this Site or submit any information.

Do-Not-Track Signals and Similar Mechanisms

Some web browsers may transmit “do-not-track” signals to the websites and other online services with which a user communicates. There is no standard that governs what, if anything, websites should do when they receive these signals. creative werks does not currently take action in response to these signals. If and when a standard is established and accepted, Creative Werks may revisit its policy on responding to these signals.

How to Contact Us

If you have any questions or concerns about this Privacy Policy or about our collection or use of information, please [Contact Us](#).

[Time Clock Policy](#)