



AJIRY DATA POLICY

AJIRY is committed to a high standard of privacy for our users. We understand that job seeking is a confidential and private activity and we take great care to ensure the services we provide meet our user's expectations.

We know that job seeking involves the provision of sensitive personal information to others. We encourage users to carefully apply for jobs and to do their due diligence before applying or agreeing to certain conditions set by the employer.

AJIRY collects a range of personal and non-personal data as part of its core service offering.

AJIRY collects information on our site visitors collectively including which sections of the site are most frequently visited, how often and for how long. This data is always used as aggregated, non-personal information.

AJIRY utilizes this information to improve and enhance our services by monitoring the areas on the site which are most popular to users and to enhance the usability and feature set of our services.

This aggregated information may be shared with AJIRY partners, designers, technology service providers, investors, alliance partners, customers, advertisers and others in order to provide them with an overview of how AJIRY visitors use the site.

AJIRY 's web servers gather your IP address, device and browser characteristics, site activity records and other data in order to assist with the diagnosis of problems or support issues with our services, and to monitor legitimate use of our site and to provide diagnostic data for maintaining the security of our website.

AJIRY uses cookies by default to provide you with a better experience. These cookies allow you to use specific services for example to remember who you are for automatically logging in.

Users who do not wish to receive cookies can instruct their web browsers to refuse them. However, doing so will prevent access to some areas of the site and limit your use of some of the AJIRY services.

In order to better understand our users, AJIRY may use a third-party measurement company like Alexa, Google, Incapsula or other web measurement companies to assess site traffic and behavior. Tracking codes from these companies are used to collect aggregated non-personal data about site, device, browser and internet service provider usage amongst other non-personal data.

This aggregate, non-personal information is collated and provided to AJIRY by three third parties to assist in analyzing the usage of the site. This data is also accessible by media organizations and research companies, for the purpose of conducting industry comparisons with other Internet websites. It is also accessible by third party advertisers considering placing advertising on AJIRY via Google, Inmobi, Twin Pine or other third-party ad serving providers.

As part of registering with AJIRY, we collect personal information about you that you provide for you to take full advantage of AJIRY 's services.

Registration is completely optional. However, registration for free or paid membership services allows you to take advantage of more of the tools and resources that assist you in finding a job. Registration includes submitting your email address, mobile phone number and other contact information, as well as some information about who you are and what type of job you are

looking for, curriculum vitae, certificate of good conduct and other educational certificates. You may access, edit or delete this information at any time when you log in to your account.

Job Alerts are an optional service designed to help job seekers maximize their chance of getting a job. AJIRY requests that you provide information relating to your employment preferences as well as your email address or mobile phone number so that we may notify you via email of jobs specific to your needs. Users can modify or delete their profiles at any time and unsubscribe from the service at any time.

AJIRY registered members may elect to store resumes and use those resumes when applying for a job. Please note that deleted records may still be stored by AJIRY in testing or backup systems for a period. AJIRY provides registered members with the option of creating a personal profile. A profile may include your resume, employment and educational history, contact details and the classifications and locations registered members would like to work in amongst other personal data.

Registered members' profiles may be seen by AJIRY clients who place job opportunities in matching classifications and locations. AJIRY provides registered members with a range of privacy options in relation to the access allowed to their Profile whereby the job advertiser sends the job for which they are inviting you to apply to you before you release your resume to them.

All information provided when creating a Profile including name, resume, email address, telephone numbers, employment and educational history are used for the purposes of facilitating registered members job seeking efforts. Registered Members can modify, hide or delete their resume at any time. AJIRY reserves the right to disable or delete a Profile at their sole discretion.

Making an online application to a job advertisement on AJIRY does require registration and paid membership. Job applications require you to provide personal information so that the advertiser can identify and contact you. Your application, including attachments and cover letters, are forwarded directly onto the third-party advertiser. This information may also be disclosed to AJIRY 's service providers and contractors from time to time who assist us to deliver our products and services, or may be disclosed to an advertisers provider in the case of recruitment agencies, recruitment software providers and other third party providers to our advertisers.

AJIRY may also retain this information in order to customize the service we provide to you. For example, AJIRY may use this information to help create an AJIRY Profile that you may choose to use in the future. We will not however activate this (or any other service) or disclose this information to any third party without your express consent. AJIRY does however reserve the right to disable or delete a saved resume or cover letter at its discretion. However, we will only do this for reasons of security, technological constraints or other factors unrelated to the personal information or identity or personal information of the user.

SAFETY AND SECURITY

We use the information we must help verify accounts and activity, and to promote safety and security on and off our Services, such as by investigating suspicious activity or violations of our terms or policies. We work hard to protect your account using teams of engineers, automated systems and advanced technology such as encryption. We also offer easy-to-use security tools that add an extra layer of security to your account.

We use cookies and similar technologies to provide and support our Services and each of the uses outlined and described in this section of our policy. Read our Cookie Policy to learn more.

JOB APPLICATION

By applying to a position advertised on AJIRY you are requesting that AJIRY pass the information to the Advertiser as a part of your application. AJIRY also provides you with selected information about job seeking and career-related topics in our email newsletter. This service is sent to registered users and provides the option of opting out of receiving these by changing your preferences. AJIRY may also make you aware of additional products and services which form part of your relationship or membership with AJIRY.

SECURITY OF DATA

AJIRY takes all reasonable steps to ensure the security of our systems. AJIRY allows you to access your information at any time to keep it accurate and up to date. Any information which we hold for you is stored on secure servers hosted by Centum Investments. In addition, our employees and the contractors who provide services related to our information systems are contractually obliged to respect the confidentiality of any personal information held by AJIRY. Our employees have severely restricted access to personal data stored on AJIRY. However, AJIRY will not be held responsible for events arising from unauthorized access of your personal information.

You can also play an important role in keeping your personal information secure, by maintaining the confidentiality of any password and accounts used on the AJIRY site. Please notify us immediately if there is any unauthorized use of your account by any other Internet user or any other breach of security.

Unless you become a registered member, AJIRY does not collect information that identifies you personally. If, however, you become an AJIRY registered member, you can change, update or delete your registered profile at any time by logging in.

AJIRY may provide links for online job or other applications to third party sites. The use of your information by these third-party sites is not within the control of AJIRY and we cannot accept responsibility for the conduct of other companies. With the consent of AJIRY 's registered members, AJIRY may provide that member's personal profile to AJIRY clients who have placed job ads with matching classifications and locations to the registered member's profile and who have purchased access to the member's profile. The use of that information by these AJIRY clients is not within the control of AJIRY and we cannot accept responsibility for the conduct of these clients. AJIRY clients who place job ads on AJIRY, and who purchase AJIRY registered members' profiles are asked to comply with our Advertiser Terms and Conditions that include a privacy policy about their own information handling practices.

You may also directly contact advertisers to request access to any personal information that you have sent as part of an application or as part of a profile.

Sometimes, we transfer information to 3rd party contractors including persons outside of Kenya. Your personal data and resume may be stored securely on servers located in other parts of the world. Limited aspects of your profile information may be accessed by robots belonging to Google, Amazon, Microsoft or other third-party search engine, security or other service providers.

By giving us your personal information, you consent to such disclosures and storage. In addition, where we transfer information to persons outside Kenya we believe that the recipients of such information are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to our own principles.

AJIRY welcomes ideas and feedback about all aspects of the site. AJIRY stores feedback that users send to us. This feedback will be used to administer and refine the service and may be shared with AJIRY partners either in aggregate form or with specific identifying characteristics removed.

From time to time, AJIRY may review and update its privacy statement. Revised versions will be updated on the website.

Communicate with you.

We use your information to send you marketing communications, communicate with you about new jobs or opportunities that may help you scale and let you know about our policies and terms. We also use your information to respond to you when you contact us.

LEGAL REQUESTS

We may access, preserve and share your information in response to a legal request (e.g. a search warrant, court order or subpoena) if we have a good faith belief that the law requires us to do so. This may include responding to legal requests from jurisdictions outside of the Kenya where we have a good faith belief that the response is required by law in that jurisdiction, affects users in that jurisdiction and is consistent with internationally recognized standards. We may also access, preserve and share information when we have a good faith belief that it is necessary to: detect, prevent and address fraud and other illegal activity; to protect ourselves, you and others, including as part of investigations; or to prevent death or imminent bodily harm. For example,

we may provide information to third-party partners about the reliability of your account to prevent fraud and abuse on and off our Services. Information that we receive about you, including financial transaction data related to AJIRY account Verification or purchases made within AJIRY , may be accessed, processed and retained for an extended period of time when it is the subject of a legal request or obligation, governmental investigation, or investigations concerning possible violations of our terms or policies, or otherwise to prevent harm. We also may retain information from accounts disabled for violations of our terms for at least a year to prevent repeat abuse or other violations of our terms.

POLICY CHANGE

We'll notify you when we make changes to this policy and give you the opportunity to review and comment on the revised policy.

FEEDBACK

Please contact AJIRY via info@ajiry.co.ke