More Like Guidelines is committed to respecting your personal information and privacy. The following privacy policy describes what information is collected from you on https://www.justguidelines.com (the website), and how it is used. "You" refers to visitors, users, or anyone who uses the website or it's contents. We store personal information for only as long as we have a reason to keep it. We aim to make it as easy and clear as possible for you to control what information is shared publicly, kept private, or collected. We aim for full transparency on how we gather, use, and share your personal information.

#### WHO ARE WE

We individuals behind this site who create and publish content with the goal of helping people discover good ways of doing things and improve their lives through our personal testimonies and experiences. The information on this site is owned by the author credited unless otherwise specified. Articles, publications, images, and all other elements of the site is not indented for redistribution without prior written permission from the administrator and author.

By visiting and using this website, you agree and accept to be bound by this privacy policy. By continuing to use the website you accept any changes or additions to this privacy policy. If you do not wish to be bound by this privacy policy, you must cease to use or access the website and it's contents.

#### **CHILDREN'S PRIVACY**

More Like Guidelines respects the privacy of children and anyone under 13 years old. All information on the website is intended for adults over the age of 18 years old that reside in the United States of America. Children under the age of 13 must refrain from using or accessing this site. We do not knowingly collect, use, or disclose personal information from children under the age of 13 without prior guardian consent. If you believe that the personal information of a child under 13 has been collected without a guardian's consent, please contact us directly so that the information may be promptly deleted.

### WHAT INFORMATION IS COLLECTED

We only collect information about you if we have a reason to do so. While using the site and the contents thereof, you may provide personal information such as your name, email address, phone number, address, avatar or personal images, and credit card information when making a purchase, registering to use the site, commenting on posts, or subscribing to emails. As well as, any public information or information you may choose to provide in comments, emails, or other direct communication. Like most online service providers, we collect information that web browsers, mobile devices, and servers typically make available, such as the browser type, IP address, unique device identifiers, language preference, referring site, the date and time of access, operating system, and mobile network information. We collect log information when you use our Services

### INFORMATION COLLECTED FROM OTHER SOURCES

We may also get information about you from other sources. For example, if you create or log into your account through another service (like Google) or if you connect your account to a social media service (like Twitter), we will receive information from that service (such as your username, basic profile

information, and friends list) via the authorization procedures used by that service. The information we receive depends on which services you authorize and any options that are available.

### **HOW COLLECTED INFORMATION IS USED**

Your information is used to personalize your experience, improve the site to serve you and users like you, provide customer service, process requests or transactions efficiently, tailor content and advertisements to you, collect responses to content, services, and products, provide you offers and promotions, and to correspond with you in comments, emails, live chat, phone, etc. We may also use this information to provide offers and promotions to you from our partners and/or affiliates in exchange for a commission without additional cost to you.

Like many other websites, More Like Guidelines automatically collects certain information about you through Log Data and Google Analytics. Information collected may include: your Internet Protocol Address (IP Address), internet provider's information, details regarding your operating system, your browser type, your location, browsing history, pages you visit, equipment you use to access the website, traffic patterns, and other general patterns related to use of the website.

Information collected is used to gain statistics and analyze trends, user behavior, and interests, improve our performance and use of the website, and to better our products, offerings, and services. To monitor and prevent any problems with our services and protect the security of our services.

#### **COMMENTS AND SOCIAL MEDIA**

Any comments left on the site by you or others may have it's metadata collected and retained indefinitely. This serves to allow us to recognize, approve or disapprove any follow-up automatically. When you leave a comment, your name, email address, and website or organization name is not shared with a third party, and may be used to communicate with you.

Social media accounts and sharing functions are available on this website. Social media sites can track your personal information. Should you choose to use these services or interact with More Like Guidelines and it's administrators through social media, you will be voluntarily disclosing that personal information. This information is no longer private, and becomes public information that may be collected and used by others. We have no control or responsibility for the use, storage, or distribution of such publicly disclosed personal information by you. All use of social media sites are subject to the policies and terms of use as described on each site independently of this website.

Any interactions via comments or social media with this website does not subject the website or it's owners or administrators to any kind of liability related to any and all misuse of your information by others.

### **USE OF COOKIES**

The website may use cookies to further your use of the website. Cookies are files with small amounts of data including an anonymous unique identifier that a website sends to your computer's hard drive when you are viewing the website. They are used to remember users through a single session cookie or for multiple sessions using persistent cookie. They ensure a consistent and efficient experience for visitors, and perform essential functions such as allowing users to register and remain logged in. Cookies may be set by the site that you are visiting (known as "first party cookies"), or by third parties, such as those

who serve content or provide advertising or analytics services on the website ("third party cookies"). Both websites and HTML emails may also contain other tracking technologies such as "web beacons" or "pixels." These are typically small transparent images that provide us with statistics, for similar purposes as cookies. They are often used in conjunction with cookies, though they are not stored on your computer in the same way. As a result, if you disable cookies, web beacons may still load, but their functionality will be restricted. We may automatically collect some non-personally identifiable information including, but no limited to, your IP address, location, language preferences, date, and time of users. We use cookies for a number of different purposes. Some cookies are necessary for technical reasons; some enable a personalized experience for both visitors and registered users; and some allow the display of advertising from selected third party networks. Some of these cookies may be set when a page is loaded, or when a visitor takes a particular action (clicking the "like" or "follow" button on a post, for example). Many of the cookies we use are only set if you are a registered justguidelines.com user (so you don't have to log in every time, for example), while others are set whenever you visit one of our websites, irrespective of whether you have an account.

When you leave a comment on the website, you may opt-in to saving your name, email address, and website in cookies. These are for your convenience so that you do not have to fill in your details repeatedly when you leave another comment.

### LEGAL BASES FOR COLLECTING AND USING INFORMATION

A note here for those in the European Union about our legal grounds for processing information about you under EU data protection laws, which is that our use of your information is based on the grounds that: (1) The use is necessary in order to fulfill our commitments to you under the applicable terms of service or other agreements with you or is necessary to administer your account--for example, in order to enable access to our website on your device or charge you for a paid plan; or (2) The use is necessary for compliance with a legal obligation; or (3) The use is necessary in order to protect your vital interests or those of another person; or (4) We have a legitimate interest in using your information -- for example, to provide and update our Services; to improve our Services so that we can offer you an even better user experience; to safeguard our Services; to communicate with you; to measure, gauge, and improve the effectiveness of our advertising; to understand our user retention and attrition; to monitor and prevent any problems with our Services; and to personalize your experience; or (5) You have given us your consent--for example before we place certain cookies on your device and access and analyze them later on, as described in our Cookie Policy.

#### **SHARING INFORMATION**

We do not sell our users' private personal information. We share information about you in the limited circumstances spelled out below and with the appropriate safeguards on your privacy:

• Subsidiaries, Employees, and Independent Contractors: We may disclose information about you to our subsidiaries, our employees, and individuals who are our independent contractors that need to know the information in order to help us provide our Services or to process the information on our behalf. We require our subsidiaries, employees, and independent contractors to follow this Privacy Policy for personal information that we share with them.

- Third Party Vendors: We may share information about you with third party vendors who need to know information about you in order to provide their services to us, or to provide their services to you or your site. This group includes vendors that help us provide our Services to you (like payment providers that process your credit and debit card information, payment providers you use for your ecommerce operations, fraud prevention services that allow us to analyze fraudulent payment transactions, postal and email delivery services that help us stay in touch with you, customer chat and email support services that help us communicate with you, that assist us with our marketing efforts (e.g. by providing tools for identifying a specific marketing target group or improving our marketing campaigns), those that help us understand and enhance our Services (like analytics providers), and companies that make products available on our websites who may need information about you in order to, for example, provide technical or other support services to you. We require vendors to agree to privacy commitments in order to share information with them.
- **Legal and Regulatory Requirements:** We may disclose information about you in response to a subpoena, court order, or other governmental request.
- To Protect Rights, Property, and Others: We may disclose information about you when we
  believe in good faith that disclosure is reasonably necessary to protect the property or rights of
  More Like Guidelines, third parties, or the public at large. For example, if we have a good faith
  belief that there is an imminent danger of death or serious physical injury, we may disclose
  information related to the emergency without delay.
- Business Transfers: In connection with any merger, sale of company assets, or acquisition of all
  or a portion of our business by another company, or in the unlikely event that More Like
  Guidelines goes out of business or enters bankruptcy, user information would likely be one of
  the assets that is transferred or acquired by a third party. If any of these events were to happen,
  this Privacy Policy would continue to apply to your information and the party receiving your
  information may continue to use your information, but only consistent with this Privacy Policy.
- With Your Consent: We may share and disclose information with your consent or at your direction. For example, we may share your information with third parties with which you authorize us to do so, such as the social media services that you connect to your site through our Publicize feature.
- Aggregated or De-Identified Information: We may share information that has been aggregated
  or reasonably de-identified, so that the information could not reasonably be used to identify
  you. For instance, we may publish aggregate statistics about the use of our Services and we may
  share a hashed version of your email address to facilitate customized ad campaigns on other
  platforms.
- **Site Owners:** If you have a JustGuidelines.com account and interact with the site, your information may be shared with the administrators of the site. For example, if you leave a comment on the site, your IP address and the email address associated with your account may be shared with the administrator(s) of the site where you left the comment. Or if you make a payment to a site, your public display name, user name, and email address may be shared with the administrator(s) of the site.
- Published Support Requests: And if you send us a request (for example, via a support email or
  one of our feedback mechanisms), we reserve the right to publish that request in order to help
  us clarify or respond to your request or to help us support other users.
- Publicly Shared Information Information you choose to make public is shared publicly.
   Information like your public profile, posts, other content that you make public, your "Likes" and

comments, are all available to others. Photos, and other information associated with, your Avatar or Gravatar will display with "Likes" and comments you make while logged in. Your avatar and public profile information may also display with your comments, "Likes", and other interactions with the website. Public information may also be indexed by search engines or used by third parties. Please, keep this in mind when deciding what you would like to share.

### HOW LONG WE KEEP INFORMATION

We generally disregard information about you when we no longer need the information for the purposes for which we collect and use it, and we are not legally required to continue to keep it.

#### **SECURITY**

No online service is 100% secure, however we work very hard to protect information about you against unauthorized access, use, alteration, or destructions, and take reasonable measures to do so.

### **CHOICES**

You have several choices available when it comes to information about you:

- Limit the Information that You Provide: If you have an account with us, you can choose not to provide the optional account information, profile information, and transaction and billing information. Please keep in mind that if you do not provide this information, certain features of our Services may not be accessible.
- **Opt-Out of Marketing Communications:** You may opt out of receiving promotional communications from us. Just follow the instructions in those communications or let us know. If you opt out of promotional communications, we may still send you other communications, like those about your account and legal notices.
- Set Your Browser to Reject Cookies: At this time, the website does not respond to "do not track" signals across all of our Services. However, you can usually choose to set your browser to remove or reject browser cookies before using the website, with the drawback that certain features of the websites may not function properly without the aid of cookies.
- Close Your Account: While we'd be very sad to see you go, if you no longer want to use our Services: (:(:(:(, you can close your account. Please keep in mind that we may continue to retain your information after closing your account, as described in How Long We Keep Information above--for example, when that information is reasonably needed to comply with (or demonstrate our compliance with) legal obligations such as law enforcement requests, or reasonably needed for our legitimate business interests.

#### **YOUR RIGHTS**

If you are located in certain countries, including those that fall under the scope of the European General Data Protection Regulation (AKA the "GDPR"), data protection laws give you rights with respect to your personal data, subject to any exemptions provided by the law, including the rights to:

Request access to your personal data;

- Request correction or deletion of your personal data;
- Object to our use and processing of your personal data;
- Request that we limit our use and processing of your personal data; and
- Request portability of your personal data.

You can usually access, correct, or delete your personal data using your account settings and tools that we offer, but if you aren't able to do that, or you would like to contact us about one of the other rights, scroll down to Contact Us. EU individuals also have the right to make a complaint to a government supervisory authority.

#### **HOW TO REACH US**

If you have a question about this Privacy Policy, or you would like to contact us about any of the rights mentioned in the Your Rights section above, please contact us.

# Ads and Analytics Services Provided by Others

Ads appearing on any of our Services may be delivered by advertising networks. Other parties may also provide analytics services via our Services. These ad networks and analytics providers may set tracking technologies (like cookies) to collect information about your use of our Services and across other websites and online services. These technologies allow these third parties to recognize your device to compile information about you or others who use your device. This information allows us and other companies to, among other things, analyze and track usage, determine the popularity of certain content, and deliver advertisements that may be more targeted to your interests. Please note this Privacy Policy only covers the collection of information by More Like Guidelines and does not cover the collection of information by any third party advertisers or analytics providers.

## Third Party Software and Services

If you'd like to use services provided by third parties, third party plugins, embeds, or other third party software or services, please keep in mind that when you interact with them you may provide information about yourself to those third parties. For example, some third party services may request or require access to your data, for example, via a pixel or cookie. Please note that if you use the third party service or grant access, your data will be handled in accordance with the third party's privacy policy and practices. We don't own or control these third parties, and they have their own rules about collection, use, and sharing of information, which you should review before using the software or services.

### **Privacy Policy Changes**

Although most changes are likely to be minor, More Like Guidelines may change its Privacy Policy from time to time. More Like Guidelines encourages visitors to frequently check this page for any changes to its Privacy Policy. If we make changes, we will notify you by revising the change log below, and, in some cases, we may provide additional notice (such as adding a statement to our homepage, or sending you a notification through email or your dashboard). Your further use of the Services after a change to our Privacy Policy will be subject to the updated policy.

### Translation

Our Privacy Policy was originally written in English (US). In the event of a conflict between a translated version of our Privacy Policy and the English version, the English version will control.

This privacy policy has been made with assistance of Automattic through Github. This site and it's administrators are in no way affiliated or employed by Automattic, Github, or their constituents.