# **Privacy Policy**

**Work2gether Co**, ("We") are committed to protecting and respecting your privacy. Work2gether is an online coworking software crafted and provided as a service by Work2gether with Company Registration Number 09772435. Work2gether is loaded with tools to help you manage and promote coworking spaces. This software is provided under subscription plans which are properly published at [work2gether.co](http://coworking.nexudus.com/en/page/pricing). Together with our [**terms of use**](https://support.nexudus.com/hc/en-us/articles/360007477538-Terms-and-Conditions) and any other documents referred to on it, this policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed. Read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

By using our website and its related documents, Work2gether customers and end-users agree to the collection and use of personal information as described in this policy.

**1. WHAT INFORMATION DO WE COLLECT?**

1.1 We may collect, store and use the following kinds of personal information:

* Information that you provide to us for the purpose of creating an account in Work2gether, registering to use our site, newsletters subscription, posting materials or requesting any information. This involves personal information such as e-mail, name, username and password. Users shall keep a secure password for the use of Work2gether and such password shall be changed no less frequently than monthly. Users are responsible for keeping their password confidential. Users are asked to change the password automatically by the platform once they subscribe, so we don’t have access to that information.
* Some details of the fulfillments and transactions you carry out through your Work2gether, whether this is required for our billing purposes or otherwise and the resources that you access.
* Some information regarding your use of the Work2gether platform such as your account storage’s use, numbers of logins, and other information displayed on your Work2gether Account. We always take responsible endeavors to use any information that we collect in order to give you the best service and to improve the platform.
* We don’t store credit card information on our servers.
* Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this privacy policy.

**2. COOKIES & IP ADDRESSES**

2.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server. This enables the webserver to identify and track the web browser.

2.2 We may obtain some information about your general internet usage by using a cookie. They help us to improve our site and to deliver a better and more personalized service.

2.3 Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. However, if you block all cookies, this may have a negative impact upon the use and experience of our website and services.

We use Google Analytics to analyze the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: [https://policies.google.com](https://policies.google.com/privacy).

We may collect information on your IP address. This is statistical does not identify any individual.

**3. DISCLOSURE OF YOUR INFORMATION**

3.1. We may disclose your personal information to [any of our employees, officers, agents, suppliers or subcontractors] insofar as reasonably necessary for the purposes set out in this privacy policy.

In addition, we may disclose your personal information:

* to the extent that we are required to do so by law;
* in connection with any ongoing or prospective legal proceedings;
* In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets. If Work2gether is acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets. In these cases, you will be properly notified previously.
* to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

**4. STORAGE AND TRANSFER OF INFORMATION**

4.1 Information that we collect may be stored and processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

4.2 Unfortunately, sometimes the transmission of information via the internet is not completely secure. Although We always will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission you may do shall be on your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

4.3 We will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information.

4.4 You are responsible for keeping your password and other login details confidential. We will not ask you for your password (except when you log in to the website).

**5. USING YOUR PERSONAL INFORMATION**

Personal information submitted to us via this or others Work2gether’s websites will be used for the purposes specified in this privacy policy or in relevant parts of the website. We may use your personal information to:

* Improving your user and browsing experience.
* Provide you with information, products or services that you request from us or which we feel may interest you, whether you consented to be contacted for such purposes.
* Send statements and invoices to you, and collect payments from you.
* Send you general commercial communications about Work2gether products that may interest you, newsletter with features updates and other information that may complete your experience with our products.
* Work2gether will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.
* Notify you about changes in our services, privacy policies or technical issues that may arise.
* Keep the website secure and prevent fraud.
* Deal with enquiries and complaints made by or about you relating to the website.

**6. POLICY AMENDMENTS**

6.1 We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

6.2 We may also notify you of changes to our privacy policy by email.

**7. YOUR RIGHT**

7.1 You may instruct us not to process your personal information for marketing purposes, by sending an email to info@work2gether.space. In practice, you will usually either expressly agree in advance to our use of your personal information for our marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

**8. THIRD PARTY WEBSITES**

8.1 Our site may, from time to time, may contain some links to and from the websites of our partner networks and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

**9. ACCESS TO INFORMATION**

9.1 You may instruct us to provide you with any personal information we hold about you. Any access request may be subject to a fee of $10 to meet our costs in providing you with details of the information we hold about you. We will also ask you to supply the appropriate evidence of your identity.

9.2 Please let us know if the personal information which we hold about you needs to be corrected or updated.

**10. CONTACT**

10.1 Do not hesitate to send us any questions , comments or request regarding this privacy policy to info@work2gether.space.