



ACCORD GROUP

— Excellence for Executives since 1978 —

PRIVACY STATEMENT

This Privacy Policy describes how Accord Group Belgium C.V.B.A. ("The Company"), Rijvisschestraat 118 B3, B-9052 Gent collect, use and safeguard personal information that you may provide to us when you visit our website (the "Site").

Please read this Privacy Policy carefully – by using the Site or registering your interest in us online, you consent to its terms (including as amended from time to time). If you do not agree with the terms of this Privacy Policy, you should refrain from using the Site.

Information we collect

When you visit the Site, register with us (including as a partner, client or candidate) or sign up to receive our e-Newsletters or information about our products or services, we may collect, store and use certain personal information about you. The information that we may collect from you includes your username, password, name, address, telephone, e-mail address, job title, organization and country.

We may also receive information about you from third parties (such as credit reference agencies) who are legally entitled to disclose that information to us.

Note: Assessment administrators and test takers that have registered with us for a particular product, service, or assessment should refer to the relevant Data Protection Notice for further information about collection and use of their data.

Children's information: The Site contains business-related content and are specifically aimed at and designed for use by adults. We do not knowingly solicit or collect personal information from children.

Information collected automatically: Like most website providers, we analyze server log files to collect statistical information about how the Site is used. This type of information is collected only at an aggregate level and includes browser types, operating systems, IP addresses, referring/exit pages, platform types and date/time stamps.

Use of your information

We use the information we collect about you for the following purposes:

- to provide you with our products and services;
- to respond to inquiries that you submit via the Site;
- to maintain and support any registered account that you hold with us, facilitate your access, and provide you with resources, tools and other materials available to you;
- for technical administration of the Site;
- when we have your consent, to contact you about promotions, surveys and exclusive opportunities offered by the Company, its distributors, partners and affiliates including information about other products and services in which you may be interested;
- to seek your views on products and services and for customer satisfaction purposes;
- to engage in research and analysis in order to maintain and improve our products and services, as well as develop new services; and
- when we have your consent, for recruitment, selection and development purposes by potential employers, managing recruitment and human resource processes and any related purpose where you have consented to the collection.

We may also share your personal information with third party vendors performing functions on our behalf e.g. including vendors that process credit card orders, analyze data, or assist us with customer service.

Security

We have implemented appropriate security policies, rules and technical measures to protect against the loss, misuse and alteration of the information under our control. However, please note that whilst we take appropriate technical and organizational measures to safeguard the personal data that you provide to us, no transmission over the Internet can ever be guaranteed secure. Consequently, please note that we cannot guarantee the security of any personal data that you transfer over the Internet to us.

Please note that the effective security with respect to our website depends, in part, on you ensuring that any IDs and passwords that you have been issued by us are kept confidential and secure.

Access to personal information we hold about you

You may, depending on applicable law, have the right to contact us in order to find out what information we hold about you or to access, cancel or correct any information that we hold about you.

You may also contact us in writing to inform us if you do not wish to receive any marketing materials from us.

If you wish to exercise any of the above rights, please contact us using the contact details specified below. However, if you wish to unsubscribe from e-mail marketing communications that we send you, you can most easily do this by clicking on the unsubscribe link at the bottom of any e-mail newsletter we have sent to you.

Changes to this Privacy Policy

We may update or amend this Privacy Policy from time to time to comply with law or to meet our changing business requirements without notice to you. Any updates or amendments will be posted on the website. By continuing to use the website, you agree to be bound by the terms of these updates and amendments.