



## PRIVACY POLICY

### YOUR PRIVACY

**CareerID.com** strives to protect your privacy. We work diligently to protect confidentiality, restrict transfer of personal data, incorporate technical safeguards and appropriate security policies, and identify privacy implications in new services. To that end, we would like you to know how we use the personal information you entrust to us.

### COLLECTION OF INFORMATION ON THE INTERNET

Our web site may log a user's IP address, browser type and version, dial-up domain, and computer operating system when he/she visits the site. IP addresses may in some cases be linked to personally identifiable information. We use the tracked information to help diagnose problems with our server and to administer our website. IP addresses of our web site users are used to diagnose problems with our server, and to administer our web site. IP addresses may also be used to gather broad demographic information-information that is not associated with any individual, and is anonymous.

Our web site uses an order form for customers to purchase products and services. We collect customers' contact information (such as their address and email address) and financial information (such as their account or credit card numbers).

Contact information from the order form is used to send orders to our customers. We also provide mailings and other marketing collateral regarding product information and releases. We may also conduct surveys during which non-personally identifiable information is collected but will not be used other than to garner survey results. We reserve the right to aggregate or compile and use data obtained from the scoring or other processing of products listed on this site or otherwise sold or licensed by **CareerID**, and to utilize this data for research, product development, and statistical analysis. Be assured that such data is only used in aggregate and never discloses any individual's identity.

**CareerID** does not collect any information about the assessment taker except gender, which is required for scoring some assessments. Our customers have the option of collecting information such as email, address, etc. We do not use or disclose such information, and we will not contact an end-user or make any use of such demographic information without explicit permission from our customer.

Certain federal, provincial, local or other government regulations may require that we disclose personally identifiable information about you. In such cases, we will use reasonable efforts to disclose only the information required under applicable law.

Our web site may contain links to other web sites. We have no control over the privacy practices of such other web sites nor should the link be considered an endorsement of such other web sites' privacy practices. We recommend that you read the privacy policies of such other websites.

## COOKIES

Our site uses but does not require session cookies. A cookie is a piece of data stored on the user's computer tied to information about the user. We use session ID cookies, which are not stored on the hard drive, but no persistent cookies. Once users close the browser, the cookie simply terminates.

## SECURITY

When a user pays for an instrument or places an order online, the user's personal information and credit card information are processed and encrypted using industry-standard SSL encryption. SSL is short for Secure Sockets Layer, a protocol developed by Netscape for transmitting private documents via the Internet. We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security. If you have any questions about security on our Web site, you can email us at [info@careerid.com](mailto:info@careerid.com).

## WILL CAREERID DISCLOSE THE INFORMATION IT COLLECTS TO OUTSIDE PARTIES?

We do not sell, trade or rent or otherwise give to any other entity or organization the individual information our customers submit when placing an order or taking an instrument on our site except as noted in this privacy policy. CAREERID does provide its customers with the individual information they need to properly counsel or advise their clients. In other words if you are taking an instrument on our site at the direction of a consultant, counselor or other individual, that consultant, counselor or other individual will receive, from **CareerID**, individually identifiable information so that he or she may properly counsel or advise you.

We use outside shipping companies to fulfill orders, and a credit card processing company to bill you for goods and services. Similarly, from time to time **CareerID** uses third party vendors to assist in the preparation and mailing of its marketing materials. These companies do not use personally identifiable information for any other purposes other than those directed by **CareerID**.

Other than the above, if we provide a third party with client information, it will be in the form of aggregate data and used for the purposes of product development, research or statistical analysis. The information will remain anonymous, stripped of all personally identifiable data and compiled among all of our visitors' answers to survey questions and instrument responses as well as grouped on-site behavior. Again, all identifiable individual information will be removed.

**CareerID** may release account information when we believe, in good faith, that such release is reasonably necessary to (i) comply with law; (ii) enforce or apply the terms of any of our user agreements; or (iii) protect the rights, property or safety of **CareerID**, our users, or others.

If you need to update or correct the personal information that you have provided to **CareerID**, please send an email to [info@careerid.com](mailto:info@careerid.com). You can expect a response to your request within 30 days.

## SUMMARY

**CareerID** is committed to protecting our customers' privacy. We use the information collected on our site to improve our products, your experience, and scientific study. By using our Web site, you consent to the collection and use of information by **CareerID**. We may from time to time change our privacy policy, but we will always post those changes on this page so that you are always aware of what information we collect, how we use it, and under what circumstances we disclose it.

Because of the changing legal landscape and the evolving nature of technologies, we may amend this privacy policy from time to time, and will post any revisions on this web site. A prominent notice will be posted when there are material changes to this site's use of your personal information. You can determine when this privacy policy was last updated by looking at the "Last Updated" statement at the bottom of this web page.

## CONTACT US

We need your help in making sure your personal information is correct in our systems. Please notify us of changes to information you've previously provided. If you have any changes, or if you have any questions or comments about privacy, please do not hesitate to contact us at [info@careerid.com](mailto:info@careerid.com). We can also be reached at 7125-77 Avenue, Edmonton, AB, T6B-0B5.

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