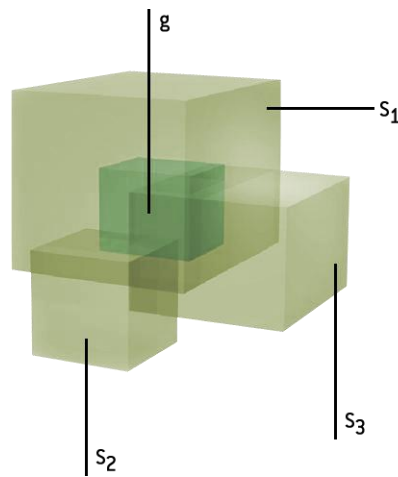




Professional Learning Indicator® Privacy Policy

PLI Privacy Policy





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Introduction and Purpose of this Paper

The purpose of this paper is to describe the way in which PLI handles personal information in connection to the Professional Learning Indicator® tool. The main objective is at all times to handle personal information with confidentiality and thus to ensure that no personal information is exposed to unauthorised access.

In this policy personal information refers to information that can be used to identify an individual.

General Guidelines

PLI is a service provider which supplies an online recruitment tool in the form of the cognitive assessment the Professional Learning Indicator®. The assessment is taken online via computer and the result is an output report including relevant personal information and the assessment score.

PLI gathers information from the individual assessments and name and email address of the individual will remain in the database for only 60 days from assessment completion date, after which no other data which can identify the assessment taker will be stored, such as but not limited to e-mail address, address, IP address of the computer etc.

The data will be used solely for internal purposes, such as optimising, updating and perfecting the PLI System and its functions as well as for research. However, PLI claims no property interest in any Client data, such as to maintain, store or exchange in paper or electronic form, which shall be the exclusive property of the Client.

Nature of Personal Information Collected by PLI

When the online assessment is sent from the PLI admin system the user of the system can choose to enter certain details about the assessment taker. Such details include:

- Name (mandatory)
- Email address (mandatory)
- Preferred language (mandatory)
- Nationality (optional)
- Age (optional)
- Gender (optional)
- Educational Background (optional)



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- Job Function (optional)

The mandatory fields must be filled in whereas the optional information *may* be entered. This data will be used solely for the internal purposes mentioned above.

This information is handled in a database (the PLI system) which can only be accessed by assigned users using a personal password. The system in which this information is accessible will automatically log the user off after 30 minutes for safety reasons. After that the user has to log in again using username and password. If a user mistypes his/her username or password three (3) times the password of that user is reset and a new password will be sent to the email address connected to that user account.

It is important to note that the personal information is stored with the name of the assessment taker on the server for 60 days only, and output reports are thus only accessible within 60 days after an assessment has been completed. The system will delete the name and possible email of the assessment taker as well as the report hereafter for security reasons.

PLI does not collect nor use personal information such as assessment taker's address, date of birth, religion etc. in connection with use of the system.

The backend system behind the Professional Learning Indicator® is hosted on an Amazon EC2 cloud solution. The data base is built on a MS SQL Server 2008 platform. Amazon participates in the Safe Harbor program developed by the U.S. Department of Commerce and the European Union, and thus adheres to the principles agreed upon by the U.S. and the E.U.

Cookies

PLI uses cookies on its websites and some of its online services. Please go to <http://www.learningindicator.com/Policies.aspx?id=cookies> to view the PLI Cookie policy.

Disclosure of Personal Information

PLI does not disclose in full or in part any personal information to any third party. Personal information is only available to entities as specified in the Data Processing Agreement.

PLI reserves the right to disclose information if required by law, and to the extent necessary to protect the legal rights and safety of PLI, its employees and agents.



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PLI does not use/handle personal information in a way that is in conflict with the purpose for which the information was collected. Further, PLI maintains technical and process related measures and procedures to ensure maximum data security. Please refer to the Data Hosting Policy for details.

Monitoring of this Policy

PLI and all its entities shall operate in accordance with the policy set forth in this document and PLI will monitor employees and processes on a regular basis in order to ensure full compliance with these guidelines.