

# Assessment Center - Data Privacy Policy

Talexes (Talexes)

Effective Date: 01/28/19

This privacy policy applies to [www.Provasite.com](http://www.Provasite.com) operated by Talexes. This privacy policy describes how Talexes collects and uses the personal information you provide on our website. It also describes the choices available to you regarding our use of your personal information and how you can access and update this information. The use of information collected through our Service shall be limited to the purpose of providing the service for which our Client (your organization) has engaged Talexes to provide.

Talexes recognizes the importance of protecting the information collected from users in the operation of its services, and takes reasonable steps to maintain the security, integrity and privacy of any information in accordance with this Privacy Policy. By submitting your information to Talexes you consent to the practices described in this policy. If you are less than 18 years of age, then you must first seek the consent of your parent or guardian prior to submitting any personal information.

Talexes will seek to ensure that any identifiable personal information it collects during the registration will be adequate, relevant and not excessive for purposes of operating its websites or any of its services and it will be kept accurate and up-to-date based on the information provided.

Talexes is responsible for the processing of personal data it receives and is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, Talexes may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements.

## How We Collect Information

Talexes collects information directly from your input.

## Information You Provide

The types of personal information that Talexes collects directly from you may include but may not be required:

- Contact details, such as your name, email address;
- Usernames and passwords;
- Comments, feedback,

## Use of Your Information

Talexes may use your personal information in the following ways:

- To carry out our obligations arising from any contracts entered into between you and us and the organization that has request you use this site.
- For internal business research purposes and to help enhance, evaluate and develop our products and services and to develop new products and services;
- To notify you about changes or updates to our websites;
- To respond to your requests, inquiries, comments or concerns;
- To administer our services and for internal operations, including troubleshooting, data analysis, testing, statistical and survey purposes;
- As part of our efforts to keep our site safe and secure;

- For any other purpose that we may notify you of from time to time, providing that we have sought your consent.

### **Disclosure of Your Information**

Talexes will not disclose your personal information to any third party except as follows:

- Where necessary in connection with services provided by intermediaries, who are required to comply with this policy. These service providers provide us with a wide range of office, administrative, information technology, production and business management services;
- In certain situations, Talexes may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements; In order to comply with a subpoena or other legal process, when we believe in good faith that disclosure is necessary to protect our rights, to enforce our Terms and Conditions or to protect the rights, property or safety of our services, users or others, investigate fraud, or respond to a government request; and
- In the event that all or substantially all of the business or assets of Talexes relating to this service are sold or otherwise assigned to another entity, personally identifiable information may be transferred to such entity; and
- Where necessary in connection with providing publishing services on behalf of third parties, such as institutions and societies, providing we have your consent.

### **Cross Border Transfers**

Talexes may transfer your personal information outside of your country of residence for the following reasons:

- In order to process your transactions. This may occur on servers in countries other than the country where you live. Talexes has servers and major office locations in multiple countries, in particular in the United States and Canada and has service providers located in Lebanon amongst other countries. Such processing may include other things such as statistical analysis.
- In order to satisfy global reporting requirements. Talexes may be required to provide your personal information to Talexes' affiliates in other countries.

By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy and all applicable data protection laws.

The transmission of information via this site is secure; although no method of transmission over the Internet, or method of electronic storage, is 100% secure. We will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to us; any transmission is at your own risk. Once we have received your information, we will use all commercially reasonable efforts to prevent unauthorized access to such information.

### **Cookies/Tracking Technologies**

As is true of most websites, we gather certain information automatically. This information may include Internet protocol (IP) addresses, browser type, Internet service provider (ISP), referring/exit pages, the files viewed on our site (e.g., HTML pages, graphics, etc.), operating system, date/time stamp, and/or clickstream data to analyze trends in the aggregate and administer the site.

Talexes and its partners use cookies or similar technologies to analyze trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.

## **Your Rights**

Upon request, Talexes will provide you with information about whether we hold, or process on behalf of a third party, any of your personal information. To request this information please contact us at [Privacy@Talexes.com](mailto:Privacy@Talexes.com). If at any point you wish to access your personal information to (1) change your preferences, (2) review the accuracy, or (3) correct, supplement or modify your information, you may do so by sending an email to [Privacy@Talexes.com](mailto:Privacy@Talexes.com). Note that you may still receive transactional communications from Talexes.

We may retain your information for as long as your account is active or as needed to provide the service requested of Talexes, comply with our legal obligations, resolve disputes and enforce our agreements.

## **Security**

The security of your personal information is important to us. When you enter information on our registration, we encrypt that information (such as login credentials) using secure socket layer technology (SSL). Our entire site is SSL encrypted.

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 data, we cannot guarantee its absolute security.

## **Information Related to Data Collected for our Clients**

Talexes collects information under the direction of its Clients and has no direct relationship with the participants whose personal data it processes. If you are a participant of one of our Clients and would no longer like to be contacted by one of our Clients that use our service, please contact the Client that you interact with directly. We may transfer personal information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our Clients.

A participant who seeks access, or who seeks to correct, amend, or delete inaccurate data should direct Their query to Talexes' Client. If requested to remove or access data, we will respond within 30 days.

We will retain personal data we process on behalf of our Clients for as long as needed to provide services to our Client. Talexes will retain this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **Changes to this Privacy Policy**

If we decide to change our privacy policy, we will post those changes to this privacy statement, the home page, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page prior to the changes becoming effective.