



Welcome to Talogy's Privacy Notice. Please read this Privacy Notice.

Talogy, Inc. , along with its subsidiaries and affiliated companies (herein referred to as "**Talogy**", "**us**", "**we**", "**our**") provides assessment and talent management solutions ("**Services**") and products ("**Products**") to a range of private and public sector organisations. Talogy has acquired leading testing technology and workforce assessment companies around the globe that now operate under the Talogy brand.

Talogy takes its obligation to protect your privacy and personal information very seriously. Most of the Services that Talogy offers are provided to organisations ("**Clients**") under a legally binding contract and Clients use our Services to administer assessments ("**Assessment(s)**") to employees, potential employees, candidates, or anyone else that Clients may instruct us to assess ("**Candidates**") for their own business purposes. This Privacy Notice (the "**Notice**") is aimed at informing such Candidates as well as our Clients, contractors, partners and users of our Site (collectively, "**you**", "**your**") as to how Talogy collects, uses, shares and otherwise processes information from our Clients and Candidates when using the Services, and users of the Talogy website (the "**Site**") including any personal information or other information from which we can identify you ("**Personal Data**") when taking an Assessment or using our Site. This Notice applies in all regions across the globe in which Talogy operates and covers the Personal Data of Candidates, Clients, contractors, partners and users of our Site.

Please note that this Notice applies to Talogy's data processing activities generally throughout the provision of our Services and Products to Candidates, Clients and users of the Talogy website. Talogy provides a variety of Services and Products across the globe. As such, certain sections of this Notice may not apply to you. For example, certain sections refer to data processing in relation to a category of data subject, such as Candidates or Clients, in which only those processing activities stated apply to Candidates or Clients, as applicable.

By visiting our Site, or using any of our Services, you agree that your Personal Data will be handled as described in this Notice unless agreed upon otherwise in your contract with Talogy. If you do not agree to the terms in this Notice, you must not use our Sites or Services. Your use of our Site or Services, and any dispute over privacy, is subject to this Notice and our Terms and Conditions, including its applicable limitations on damages and the resolution of disputes or any service-specific terms made available to you when you sign up for the Services. Our Terms and Conditions are incorporated by reference into this

Notice. If you have any questions or complaints in relation to this Notice, you may contact our Data Protection Officer [here](#).

Information We Collect

Based on the Services provided to you or our Clients, we may process the following categories of Personal Data about you as necessary to provide such Services.

For Candidates:

We collect Personal Data from Candidates for the purposes of administering an Assessment if instructed by and on behalf of Clients. The information we collect is generally categorised as follows:

- **Minimum Personal Data.** The following information is the minimum information required to take an Assessment and generally use our Services. All Minimum Personal Data is collected regardless of the Assessment type taken by a Candidate:
 - **Contact Information** including, but not limited to: first and last name and email address.
 - **Assessment Information** including your responses to assessments and the resulting reports.
- **Optional Personal Data.** We offer many different types of Assessments. As such, we may collect optional information in addition to the Minimum Personal Data described above. Whether or not Optional Personal Data is collected depends on the particular Assessment and Services requested by the Client.

Please be aware that Optional Personal Data may not always be collected. We collect and retain Optional Personal Data solely at the discretion of the Client and utilise it exclusively for the purpose of delivering our Services. It is important to note that the collection of Optional Personal Data may be restricted in certain jurisdictions; in such cases, we refrain from collecting such data in those specific regions. If you seek more information regarding Optional Personal Data and its collection in an Assessment, we recommend reaching out to the relevant Client who directed you to take the Assessment.

- **Contact Information.** We may also collect telephone number for the purposes of identity verification (e.g. for multi-factor authentication).
- **Identity Information** including, but not limited to: date of birth, age (range), education level, gender, country of nationality, job function, managerial responsibilities, organisation, sector, industry and occupation level. We may also collect **Sensitive or Special Category Information**, including but not limited to data relating to racial or ethnic origin.
- **Video and Audio Information** including recordings of interviews consisting of preset questions.
- **Recruitment Information** including curriculum vitae, information on references and other information provided to us during the recruitment process, and results of any reference checks and background checks conducted as part of the recruitment process.
- **Custom Information.** For Clients who require custom Assessments and lawfully process applicable data, we may collect any information specifically requested by the Client, such as data related to criminal conviction history (e.g. for police officer or firefighter Candidates).

For Clients:

- **Transaction Information** including, but not limited to business-related name, email address, and details about payments to and from Clients to us and other details about Products and Services Clients have purchased from us.

For Talogy employees or Talogy job applicants:

- **Recruitment Information** including curriculum vitae, information on references and other information provided to us during the recruitment process, and results of any reference checks and background checks conducted as part of the recruitment process.

For Site visitors:

- **Technical Information** including, but not limited to Internet protocol (IP) addresses, login information, browser type and version, and operating system and platform information. Information about our use of cookies can be found here: <https://www.talogy.com/en/legal/cookies-Notice/>.

- **Usage Information** including information about how you use our Site, Products and Services.

For anyone who has provided their consent in relation to:

- **Marketing and Communications Information**, including your preferences in receiving marketing information from us and our third parties along with your communication preferences.

Purposes of Processing

We may use your Personal Data for one of the following activities:

- For Candidates:
 - Provide Services to you and/or on behalf of our Client as agreed in an applicable contract;
 - Upon authorisation from a Client, internal analysis and research purposes to help us improve our Products and Services;
- For Clients:
 - Provide Services to you as agreed in an applicable contract;
- For Talogy employees or Talogy job applicants:
 - For recruitment purposes in cases where you have applied for a job with us;
 - For internal analysis purposes related to recruitment and employment;
- For all users or visitors of the Services or Site (as applicable):
 - Keeping accounts and financial records related to any business or other activity carried on by us;
 - Sending relevant administrative information such as notices related to product, service or Notice changes; and
 - To send you information regarding the Products or Services you have requested if you have opted in to receive such information or if another legal basis permits the processing of your Personal Data.

Third-Party Disclosures

We do not share your Personal Data with third parties for their own marketing purposes.

We may disclose your Personal Data internally, within entities, of the Talogy Group, externally, with Clients, and to other third parties as set forth below. When we disclose Personal Data, the recipient is required to keep that Personal Data confidential, secure and process the Personal Data only for the specific purpose for which they are engaged:

- **Clients:** We share Candidates' information, including Contact Information, Assessment Information, and other information about Candidates with the Client who engaged us to provide the Services.
- **Sub-Processors/Service Providers:** We share your information with our sub-processors, including Talogy Group companies and other third-party providers who provide services to us. A list of our sub-processors can be found here: <https://www.talogy.com/en/legal/sub-processors/>.
- **Law Enforcement/Public Authorities:** We may be required to disclose information to public authorities, regulators or governmental bodies, as required by the applicable law or regulation, under a code of practice or conduct, and only if necessary to facilitate any investigation, or where we believe that disclosure is appropriate to protect our rights and interests or the rights and interests of third parties.
- **Corporate Transactions:** If we are acquired by, or merge with another company, any of our assets are transferred to another company, or bankruptcy proceeding ensues, we may transfer the information we have collected from you to the other party.

Security Measures

We have put in place various electronic safeguards and managerial processes designed to prevent unauthorised access or disclosure, maintain data integrity and ensure the appropriate use of Personal Data. We use industry best practices and guidance from sources such as the National Institute of Standards and Technology ("NIST"), Payment Card Industry ("PCI"), standards promulgated by the Center for Internet Security ("CIS") and International Standards Organization ("ISO"), ISO/IEC 27001:2013 (Security techniques -- Information security management systems -- Requirements) to design and maintain our information security programme. We maintain Personal Data, exam data and Licensee Updates on secured computers and all Clients, exam candidates and employer accounts are password protected. No such security or safeguards are 100% effective, but we will take commercially reasonable efforts to employ security

measures designed to protect the information. No Personal Data is knowingly disclosed to third parties except as described herein. Unfortunately, since data transmission over the Internet cannot be completely secure, we cannot ensure or warrant the security of any information transmitted to us.

We limit access to your Personal Data to those employees, agents, contractors, sub-processors and other third parties who have a business need to know. They will only process your Personal Data on our instructions, and they are subject to a duty of confidentiality.

We have procedures put in place to deal with any suspected Personal Data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Location and Retention

The location of the servers where your Personal Data is stored will be dependent on the specific Services provided by us to the Client and governed by the contract between us and the Client. Please refer to our list of sub-processors for further information on the locations where your Personal Data may be processed by our sub-processors.

We will only retain your Personal Data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your Personal Data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you or our Client.

To determine the appropriate retention period for Personal Data, we consider the amount, nature and sensitivity of the Personal Data, the potential risk of harm from unauthorised use or disclosure of your Personal Data, the purposes for which we process your Personal Data, whether we can achieve those purposes through other means and the applicable legal, regulatory, tax, accounting or other retention requirements.

You have the right to request that we delete your information. Please see "Your Legal Rights" below for further information.

Unless agreed otherwise, we may use your Personal Data after anonymisation (so that it can no longer be identified as your information) for research or statistical purposes, in which case we may use this information for a reasonable period of time without further notice to you. We may also use your Personal Data as part

of statistical, aggregated data for research purposes in a pseudonymised form, if approved by our Client.

International Transfers

We may share your Personal Data within the Talogy Group for the purposes stated above. This may involve transferring your information outside the European Economic Area ("**EEA**") or your applicable jurisdiction. Whenever we transfer your Personal Data outside of the EEA or your applicable jurisdiction, we ensure a similar degree of protection is afforded to it by implementing the following safeguards:

Data Privacy Framework. When Talogy transfers personal data from the EEA, Switzerland or the United Kingdom (UK) to the United States, we rely on our certifications under the EU-U.S. Data Privacy Framework (EU-U.S. DPF), the Swiss-U.S. Data Privacy Framework (Swiss-U.S. DPF) and the UK Extension to the EU-U.S. DPF (UK-U.S. DPF). For more information, see our [Data Privacy Framework Notice](#).

Standard Contractual Clauses. We operate globally and may transfer your personal information to Talogy Group Companies or to third parties as stated in this Notice in locations around the world for the purposes described in this Notice. Therefore, your Personal Data may be processed outside your jurisdiction, including in countries and jurisdictions that are not subject to an adequacy decision by the European Commission or your local legislature or regulator, and that may not provide for the same level of data protection as your jurisdiction. Wherever your Personal Data is transferred, stored or processed by us, we will take reasonable steps to safeguard the privacy of your Personal Data. These steps may include implementing standard contractual clauses or an alternative mechanism for the transfer of data as approved by the European Commission or other applicable regulators or legislators. Where required by applicable law, we will only share, transfer, or store your Personal Data outside of your jurisdiction with your prior consent or other lawful means of transfer.

Intra-Group Transfer Agreement. All relevant Talogy Group Companies across the globe have entered into an Intra-Group Data Sharing Agreement committing to compliance with the GDPR as set out in the European Commission's standard contractual clauses for data transfers.

Other International Transfers. Personal Data may be processed outside your jurisdiction by our sub-processors. Please refer to [our list of sub-processors](#) and the locations where Personal Data may be processed by the sub-processors. We ensure that our sub-processors offer an adequate level of protection to

Personal Data by entering into appropriate agreements committing them to compliance with GDPR and other applicable laws.

Legal Bases for Processing

We process Personal Data in accordance with your instructions, the applicable contract with our Clients and with applicable law. Based on the specific circumstances, the legal basis for our processing is one of the following:

- **Performance of a Contract.** We collect and process Personal Data for the purposes of the performance of a contract with you or our Client.
- **Consent.** In certain cases where required under the law, we process your Personal Data based on your specific and informed consent. For example, where you have opted in to receive our marketing information, we may use your information to send you news and newsletters, special offers, promotions or to otherwise contact you about Products or Services or information we think may interest you. We may also process Personal Data considered special or sensitive under applicable laws based on your explicit consent. Your consent serves as the lawful basis for such processing, and you have the right to withdraw your consent at any time. Please note that if you choose not to provide consent or withdraw it, it may impact our ability to provide certain services. For further details or to withdraw your consent, please contact us through our Privacy Portal.
- **Legitimate Interest.** We process Personal Data where it is necessary for our legitimate interests (or those of a third party). This includes activities related to everyday business operations, such as invoice processing, business planning, and handling client service-related queries and complaints, marketing, and other activities such as recruitment.
- **Legal Obligation.** We process your Personal Data when we need to comply with a legal obligation, meet our on-going regulatory and compliance obligations, including in relation to recording and monitoring communications, disclosures to tax authorities, financial service regulators and other regulatory and governmental bodies, and to investigate security incidents and prevent crime.
- **Other bases.** We may rely on other legal bases for processing as set out in the contract with the Client.

Your Legal Rights

Under applicable data protection laws, which may include the General Data Protection Regulation 2016/679 ("**GDPR**"), the Data Protection Act 2018 ("**UK GDPR**"), California Consumer Privacy Act of 2018 as amended by the California Privacy Rights Act of 2023 ("**CCPA**"), and other applicable data protection laws (collectively, "**Data Protection Laws**"), Talogy is generally a "Processor" or "Service Provider" (or reasonably equivalent term under Data Protection Laws) of Candidates' Personal Data with respect to the Services provided to our Clients. Our Client, or the relevant organisation in the supply chain, determines the purposes and means of the processing and is generally the "Controller" or "Business" (or reasonably equivalent term under Data Protection Laws). The contract with our Client sets out our mandate to process your Personal Data in such instances.

We may also act as a Controller/Business in instances where we process Clients' business-related Transaction Information, provide Services directly to you and where we determine the purposes and means of processing your Personal Data.

Depending on your jurisdiction, the following rights under Data Protection Laws may apply to you in relation to your Personal Data:

- **The right of access;**
- **The right of rectification;**
- **The right of erasure;**
- **The right to data portability;**
- **The right to restrict processing;**
- **The right to object;**
- **The right to withdraw consent at any time when data subject has given consent to the processing of his or her personal data for one or more specific purposes;**
- **The right to lodge a complaint with a supervisory authority;**
- **The right to not be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her;**
- **The right to Opt Out of the Sale of Personal Information; or**
- **The right to limit the use and disclosure of sensitive personal information.**

If you are a Candidate and seek to exercise an applicable right under Data Protection Laws, we encourage you to contact the Client, which is the relevant organisation for whom you have taken an assessment, directly, to exercise your rights. As the Client is the Controller/Business, Talogy, as a Processor/Service Provider, can only act on the instructions of the Client.

If you wish to contact us directly, we can only forward your request to the Client for instructions on how best to respond to your request.

If you wish to exercise any of the applicable rights that you may have or to contact us, please submit a request to us by emailing our Data Protection Officer through our [Privacy Portal](#) or by calling us at: 1-800-733-9267.

We will not discriminate against you for exercising any of the foregoing rights under Data Protection Laws. You will not have to pay a fee to access your Personal Data or to exercise any of the other rights under Data Protection Laws. Only you, or someone legally authorised to act on your behalf, may make a verifiable request. Your request must provide sufficient information that allows us to reasonably verify that you are the person about whom we collected Personal Data. As a security measure, we may need to request specific information from you to help us confirm your identity.

We try to respond to all legitimate requests within the provided time period under Data Protection Laws. Occasionally it may take us longer than the provided time period if your request is particularly complex or you have made several requests. In this case, we will notify you.

Marketing Communications

We may engage in marketing campaigns in order to introduce new products or services that may be of interest to our current or prospective Clients. Where required by applicable law, we will only engage in such marketing communications if the individual has opted-in to these communications. Individuals may opt out of the processing of their Personal Data by exercising their right to withdraw consent and the right to object to the processing of their information. To opt out of commercial emails, simply click the link labelled "unsubscribe" at the bottom of any email sent by us. Please note that even if you opt out of commercial emails, we may still need to contact you with important transactional information about your account or a scheduled exam in order to fulfil a contractual obligation. For example, we will still send assessment confirmations and reminders, information about centre changes and closures and

information about assessment results even if commercial emails have been opted-out (or not opted-in).

Third-Party Links

Our Site may provide links to third-party websites. We have no control over third parties and we assume no responsibility for the availability, content, accuracy or privacy practices of other websites, services or goods that may be linked to, or advertised on, such third-party websites. We suggest that you review the privacy policies and the terms and conditions of the third-party websites to get a better understanding of what, why and how they collect and use any personally identifiable information.

Children

Our Site is not designed to attract anyone under the age of 16 and children under the age of 16 are not permitted to access or use our Site. In limited circumstances and in specific markets, a Client may contract with us to provide examinations to candidates under the age of 16. Additional relevant information will be provided to such candidates through the Client or at the time of or prior to the provision of Services.

Updates to Privacy Notice

We reserve the right to amend or change this Notice from time to time. We encourage you to visit and review this Notice periodically. We will post our revised Notice on our website and update the revision date below to reflect the date of the changes. By continuing to use our website after we post any such changes or updates, you accept the Notice as modified.

Last Updated: January 31, 2024