



Updated July 6, 2022

TesTrac.com, Ltd. ("**TesTrac.com**") respects your privacy, and we are committed to protecting it through our compliance with this policy. This policy describes the types of information we may collect from you or that you may provide when you visit the website <https://testrac.com> (our "**Website**"), or any assessment or testing site created by or on behalf of authorized clients, who have engaged us to provide our services ("**Client Testing Site**"), and our practices for collecting, using or disclosing that information.

It is important to read this policy carefully to understand our policies and practices regarding your information and how we will treat it. If you do not agree with our policies and practices, you may choose not to use our Website or a Client Testing Site. By using either our Website or a Client Testing Site, you agree to this privacy policy and our treatment of your information as described in this policy.

Generally, we collect your personal data, such as your name, postal address, email address, phone number, state, nationality, or other identifiers ("**Personal Information**") for the purposes of conducting our services through the Website or a Client Testing Site in the performance of a contract. We may also collect Personal Information to comply with legal obligations or a legitimate business purpose. You directly provide the us with most of the data we collect. For example, a candidate visiting our Website or a Client Testing Site may provide Personal Information when a candidate registers for an exam or contacts us for customer service purposes. We may also collect certain test attempt, test item and assessment data when a candidate takes an exam, such as test responses or test reports ("**Testing Data**"). For example, we may collect such data for the purposes of registering a candidate for an exam, administering our testing services, and processing test results, or any other legitimate business purpose designed to securely administer our services. We also use Personal Information or Testing Data to provide information or services that you request from us, or for any other purpose with your consent.

We DO NOT share Personal Information, Credit Card or Testing Data with unauthorized parties. We do not sell Personal Information or Testing Data. Data that you provide to use through our Website or a Client Testing Site will be visible to you, to the TesTrac.com team, or TesTrac.com's authorized clients, who have engaged us to provide our services ("**Client**"). We may share Personal Information or Testing Data with Clients in conjunction with the administration or processing of tests and test results. We may disclose Personal Information if the release of this information is reasonably necessary to comply with the law, enforce or apply the terms of any of our user agreements; or, protect the rights, property or safety of TesTrac.com, our users, or others.

Our services, this Website and Client Testing Sites are not intended for children under 16 years of age. No one under age 16 may provide any Personal Information to us through the Website or a Client Testing Site. We do not knowingly collect personal information from children under 16. If you are under 16, do not use or provide any information on this Website or on any Client Testing Site or through any of its features, register on the Website or on any Client Testing Site, or provide any Personal Information. If we learn we have collected or received personal information from a child under 16 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 16, please contact us.



## Notice for California Residents

California law requires companies to disclose to whether certain Personal Information is sold or transferred for a business purpose. Categories of information which may be collected by us are included below.

Personal Information Category	Collected	Category of Third-Party Recipients	
		Business Purpose Disclosures	Sales
A: Identifiers.	Yes	Only to authorized Clients.	None.
B: California Customer Records personal information categories.	Yes	Only to authorized Clients.	None.
C: Protected classification characteristics under California or federal law.	Yes	Only to authorized Clients.	None.
D: Commercial information.	No	None.	None.
E: Biometric information.	No	None.	None.
F: Internet or other similar network activity.	No	None.	None.
G: Geolocation data.	Yes	Only to authorized Clients.	None.
H: Sensory data.	No	None.	None.
I: Professional or employment-related information.	Yes	Only to authorized Clients.	None.
J: Non-public education information.	Yes	Only to authorized Clients.	None.
K: Inferences drawn from other personal information.	No	None.	None.

California residents have specific rights with regard to their Personal Information, including the right to request access to your Personal Information and the right to request deletion of your Personal Information. If you would like more information concerning Personal Information stored by us or disclosed to authorized Clients, please submit a written request to us in the manner described in Contact Information, below.

Except for the disclosure of such information for the purposes of administering our services or the disclosure of Personal Information and Testing Data to authorized Clients as described in this policy, we do not share any California user Personal Information with third parties or for marketing purposes. Test candidates may provide Personal Information to us. This information may then be provided to an authorized Client for the purposes of exam administration and processing. This Client may use this Personal Information in accordance with its own privacy policies. We encourage candidates to contact such applicable Clients to learn more about their privacy policies.

To learn more about the California Consumer Privacy Act and how it applies to you, please visit the California Attorney-General's website.



## **Notice Regarding EU General Data Protection Regulation for Applicable Users**

Data collected and received by us may be transmitted to the United States and other countries where our Clients are located. By using this Website and/or a Client Testing Site, and sending information to us or an authorized Client electronically, you consent to international transmission of any data that you may choose to supply.

When we transfer Personal Information from the European Economic Area to other countries, we are committed to doing so in accordance with the requirements and restrictions of our contracts with Clients and applicable laws.

You have the right to request a copy of your Personal Information. You have the right to request that we correct any information you believe is inaccurate. You also have the right to request we complete the information you believe is incomplete. You have the right to request that we erase your Personal Information, under certain conditions. You have the right to request that we restrict the processing of your Personal Information, under certain conditions. You have the right to object to our processing of your Personal Information, under certain conditions. You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we will do our best to respond in one month. If you would like to exercise any of these rights, please contact us.

### **Contact Information**

By Mail: 1409 Summit Oaks Drive, Burnsville, Minnesota 55337

Email: [ttonline@testrac.com](mailto:ttonline@testrac.com)