## **Privacy Policy**

Last updated: May 2018

### 1. Introduction

At Emergerecruit.com, the privacy and security of our customers and visitors are of the utmost importance. Emergerecruit.com is committed to protecting the data you share with us. This privacy policy explains how Emergerecruit.com processes information that can be used to directly or indirectly identify an individual ("Personal Data") collected through use of its website and platform.

For the purposes of this policy, Emergerecruit.com defines the term "User" as someone with which Emergerecruit.com has an established relationship, and the term "Visitor" as an individual that visits our website (Emergerecruit.com).

Any information stored on Emergerecruit.com's platform is treated as confidential. All information is stored securely and is accessed by authorized personnel only. Emergerecruit.com implements and maintains appropriate technical, security and organizational measures to protect Personal Data against unauthorized or unlawful processing and use, and against accidental loss, destruction, damage, theft or disclosure.

## 2. Collection and use

#### 2.1 General

The following sections cover the specifics of each of the groups from which data is collected: website Visitors and website Users.

#### 2.2 Website Visitors

If you are only a Visitor to our website, then this section is relevant for you.

By visiting this website, you consent to the collection and use of your Personal Data as described herein. If you do not agree with the terms set out herein, please do not visit this website. If required by applicable law, we will seek your explicit consent to process Personal Data collected on this website or volunteered by you. Kindly note that any consent will be entirely voluntary. However, if you do not grant the requested consent to the processing of your Personal Data, the use of this website may not be possible.

Emergerecruit.com may collect, record and analyze information of Visitors to its website. We may record your IP address and use cookies. Emergerecruit.com may add information collected by way of page view activity. Furthermore,

Emergerecruit.com may collect and process any Personal Data that you volunteer to us in our website's forms, such as when you register for the site or sign up for newsletters.

Such Personal Data may comprise your IP address, first and last name, your postal and email address, your telephone number, your job title, and/or interest in Emergerecruit.com products, and certain information about the company you are working for (company name and address), as well as information as to the type of relationship that exists between Emergerecruit.com and yourself.

Emergerecruit.com may gather data about visits to the website, including numbers of Visitors and visits, geo-location data, length of time spent on the site, pages clicked on or from where Visitors have come. This is standard practice among web site providers in order to create and deliver a better web experience for everyone who visits a site.

#### 2.2.1 Purpose of Processing Personal Data

Emergerecruit.com uses the collected data to communicate with Visitors, to customize content for Visitors and to improve its website by analyzing how Visitors navigate its website.

#### 2.2.2 Sharing Personal Data

Emergerecruit.com may also share such information with service vendors or contractors in order to provide a requested service or transaction or in order to analyze Visitor behavior on its website.

#### 2.2.3 Cookies

Cookies are small pieces of information sent by a website to a Visitor's hard disk. Cookies cannot be used to run programs or deliver viruses to your computer. By continuing to visit the website, you agree to the placement of cookies on your device. If you choose not to accept our cookies, we cannot guarantee that your experience will be as functional as it would otherwise be. We may also place cookies from third parties for functional and marketing purposes. The use of cookies is widespread and benefits the Visitor.

The cookies we use may or may not be persistent in order to aid in the user experience. If you would like to remove your cookies after visiting our site, you may do so via your browser's cache-clearing functions.

## 2.3 Personal Data Inquiry

If you wish to inquire about any Personal Data that Emergerecruit.com may have collected about you, please contact us with such a request. We shall compile and

deliver to you a record of all data, including personally identifiable information you gave us, course information, purchase history, etc., within a month of such request.

#### 2.4 Users

#### 2.4.1. General

In order to provide services to its Users, Emergerecruit.com collects certain types of data from them. This section will describe how the data are collected and used by Emergerecruit.com. Data entered or transferred into Emergerecruit.com by Users such as texts, questions, contacts, media files, etc., remains the property of the User and may not be shared with a third party by Emergerecruit.com without express consent from the User.

#### 2.4.2 Collection of User Data

During a User's registration, they provide information such as name, company name, email, address, telephone, and other data needed to use this site. This information is used by Emergerecruit.com to identify the User and to provide them with support, services, mailings, possible sales and marketing actions, billing and to meet contractual obligations.

Emergerecruit.com Users can at any time access and edit, update or delete their contact details by logging in with their username and password to Emergerecruit.com platform. Emergerecruit.com will not retain User data longer than is necessary to fulfill the purposes for which it was collected or as required by applicable laws or regulations.

#### 2.4.3 Usage of User Data

An Administrative User – a person who has security privileges to reports, User records and other pertinent 'back end' functions at Emergerecruit.com – will have access to User Data. User data may include data from individuals that has been uploaded, transferred or manually entered by a Emergerecruit.com User or Administrative User into their account for the purpose of using Emergerecruit.com to take courses, expand User skills and other such services as may be provided by Emergerecruit.com.

#### 2.4.4. Data Processing Geographical Location

Emergerecruit.com data servers are located in secure hosting facilities located in the United States of America. Connecting via a web browser to our servers connects you to a server in the U.S. All data collected is processed in the U.S. and is not transmitted outside the U.S. Emergerecruit.com's hosting provider ensures that it abides by the highest security rules and regulations.

Accordingly, Emergerecruit.com's own policy is to protect any personal information obtained by adhering to the latest and best practices of digital data security implementation.

## 3. Retention and Deletion

Emergerecruit.com will not retain data longer than is necessary to fulfill the purposes for which it was collected or as required by applicable laws or regulations. When a Users' account is terminated or expired, all Personal Data collected through the platform will be deleted, as required by applicable law.

A User may also be "forgotten" by notifying Emergerecruit.com that they wish to be removed from the website. Upon notification of the desire to be "forgotten," Emergerecruit.com will remove all personally identifiable information it has on the User. The User's account will become completely inaccessible for the User and unidentifiable by Emergerecruit.com. Emergerecruit.com will keep purchase records, statistics and so forth, but in a form by which no User or former User may be identified.

## 4. Acceptance of These Conditions

We assume that all Visitors and Users of Emergerecruit.com's website have carefully read this document and agree to its contents. If someone does not agree with this privacy policy, they should refrain from using our website and platform. We reserve the right to change our privacy policy as needed. Continued use of HikvisionLearning.com website after having been informed of any such changes to these conditions implies acceptance of the revised privacy policy. This privacy policy is an integral part of Emergerecruit.com's terms of use.

# 5. Our Legal Obligation to Disclose Personal Information

We will reveal a User's personal information without his/her prior permission only when we have reason to believe that the disclosure of this information is required to establish the identity of, to contact or to initiate legal proceedings against a person or persons who are suspected of infringing rights or property belonging to HikvisionLearning.com or to others who could be harmed by the User's activities or of persons who could (deliberately or otherwise) transgress upon these rights and property. We are permitted to disclose personal information when we have good reason to believe that this is legally required.

## 6. Further Questions?

If you have any further questions regarding the data Emergerecruit.com collects, or how we use it, then please feel free to contact us by email at: <a href="mailto:info@emergerecruit.com">info@emergerecruit.com</a>, or in writing at:

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