

PRIVACY POLICY

Learn how AeroAssess Consultancy FZ-LLC protects your privacy

NOTICE: Read this policy carefully before browsing this website or using any of the services. Your continued use of the website indicates that you have both read and agreed to the terms of this privacy policy. You should not use this website if you do not accept this policy.

Overview and scope of this policy

For the purposes of this policy, Personal Information will be understood in accordance with the definition provided in accordance with the definition of Personal Data in Article 4(1) of the globally accepted General Data Protection Regulation GDPR (EU) 2016/679. AeroAssess Consultancy FZ-LLC also subscribes to the principles for electronically collecting personal information outlined in the Act, and the further legislation referred to therein. We endeavour to ensure the quality, accuracy and confidentiality of Personal Information in our possession.

This Privacy Policy ("**Policy**") explains how we (**AeroAssess Consultancy FZ-LLC**", "**our**", "**we**" or "**us**") collect and process your personal information as well as the purposes for which such collection and processing are done. The Policy applies to any individual whose personal data is submitted and processed via the AeroAssess Consultancy FZ-LLC website and other sites.

In adopting this Privacy Policy, we wish to balance our legitimate business interests and your reasonable expectation of privacy. Accordingly, we will take all reasonable steps to prevent unauthorised access to, or disclosure of your personal Information. However, it is impossible to guarantee that your personal information shall be 100% secure. We reserve the right to update the Policy at any time.

How information is collected and processed

We collect personal information about clients who purchase our services and individuals who provide responses in any of our psychometric assessments, questionnaires or forms.

You may give us personal information by filling in forms on our website at www.aero-assess.com, by corresponding with us by phone, email or otherwise, or through <https://aero-assess.tts-assess.com>, our Online Assessment System, and <https://my.wamly.io>, our video interviewing platform, as you may be invited by us or our client to complete an assessment.

You may provide personal data to us when you register to use our website, use the Online Assessment System, complete one of our assessments, schedule coaching/feedback sessions on OnceHub, Zoom or Microsoft Teams, subscribe to our newsletter, complete a survey, report a problem with our Website, submit an information request or in any other way communicate with us. Clients may provide personal data about participants that have been nominated to undertake an assessment. For clarity, personal data may include name, address, email and telephone contact details, nationality, gender, age and date of birth.

Types of information we collect and process

When you participate in assessments

When participating in an assessment or when completing forms and questionnaires via our website and/or using the Online Assessment System, we will ask the participant to provide responses that may constitute personal data. We categorise such personal data as follows:

- **"Identification Data"** which refers to personal information such as your name, email address and other contact details. Identification data is required to administer the assessment, provide results to participants/clients as well as for purposes explained in the section "Purposes for collecting and processing your personal data".
- **"Assessment data"** refers to your responses in assessments. This may include, video-based or written responses or may allow us to deduce information such as:
 - motives;
 - talents;
 - aptitudes;
 - competencies;
 - interests; and
 - behaviour in the workplace.

You will be required to provide a response to some (if not all) of the questions within the assessments. If you do not provide a response to certain questions within the assessment, you may not be able to proceed to the next section or it may affect your assessment score.

- **"Third Party Contact Details"** refers to contact details we collect from you regarding a third party. As part of our assessments, we may request, or you may volunteer contact details of a third party. If we have contacted you as a result of your details being disclosed to us by a participant in our assessment process, we will use that information and any subsequent information you may submit to us in accordance with this policy.
- **"Research Data"** refers to responses to questions about you, and which may include information such as:
 - gender;
 - age;
 - racial or ethnical orientation;
 - cultural background;
 - qualifications;
 - work experience; and
 - details regarding employment, responsibilities and work.
- **"Special Category of Personal Data"** means data that are also research data that could be collected for research purposes that are protected under data protection laws in various countries and might be required to be revealed by country-specific anti-discrimination legislation and/or affirmative action legislation and fairness monitoring.

It is not a requirement to provide research data to us. This information is entirely voluntary, and you may opt for the "I prefer not to respond" option in an online form.

Neither your results nor your ability to participate in assessments will be affected by your preference to provide/withhold research data. However, since the purpose of an assessment might be to test your suitability for purposes of employment and promotion, the presence or absence of the research data might influence certain talent decisions about you if there are any country-specific legislation such as affirmative action measures or employment opportunity monitoring requirements.

When you access our website

The personal data we collect through our website, telephonically or by email may include your name, occupation, company for which you work, email address, other contact details, and biographical information. If you contact us, we may also keep a record of that correspondence.

Information collected from third parties

In order to provide a full service to our clients, we have partnered with various assessment and other service providers around the globe who each have different assessments and products. Depending on the client's needs, we may need to make use of these different assessments and/or products as a result, we may obtain your Personal/Assessment Data compiled by these providers. Information obtained in this way will be treated in accordance with this Policy.

Purposes for collecting and processing your personal data**When using our website**

We will use personal data about clients, participants and other users of our website and assessment system in the course of our legitimate interest in providing services for the following purposes:

In the case of clients: to fulfil our obligations arising from any contracts entered into between the client or client representative and us, and to provide you with the information, products and services that you request from us and billing you for the products and services provided; to provide you with information about further assessments, reports and services; to notify you about changes to our services; to ensure that our Website is presented in the most effective manner to you.

In the case of participants: to administer assessments, provide recruitment services and for our internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes.

In case of marketing: to create and develop market data profiles which may provide insight into market norms, practices and trends to help us improve our offering to you. Such information will be compiled and retained in aggregated form, but shall not be used in any way which may comprise the identity of a user.

When participating in an assessment

We process Identification Data and Assessment Data provided in relation to your participation in assessments for the purpose of providing services to our clients. This may include processing this data in order to:

- identify your assessment and responses;
- assess your ability, values, interests and preferred working styles;
- produce assessment reports to you/clients who have made this assessment available to you.

When processing personal data for research purposes, we analyse responses in terms of demographic variables such as gender, age and cultural background over time; this is considered best practice and allows us to monitor and improve our assessments for fairness in use, create benchmark data and validations studies.

The Research Data that we collect goes through the process of aggregation and/or anonymisation. The Research Data will be anonymised unless otherwise instructed by clients in order to use group data as part of their talent management strategies. Personal data will not be individually disclosed to any third parties not covered in a contractual service agreement and contractual relationship.

We may also process your personal data for the purposes of using and refining assessment tools, analysis, accounting, billing and audit, administration, enforcing and defending legal rights, systems testing, maintenance and product development, performing our obligations to participants and clients whether under contract or otherwise, and to help us in future dealings with you.

The Assessment reports and services we provide to our clients may be used by them for purposes which may include the selection and development of individuals in an employment or human resources context. We may also provide a copy of the Assessment Data to our clients for use by them for their own internal human resource management purposes. Clients are entitled to use the personal data that we provide to them as part of our services for their own internal business purposes.

Such clients are obliged to process your personal data in accordance with their own obligations under applicable country specific Data Protection Laws.

Log Files

When you visit our website and the assessment system, even if you do not create an account, we may collect information, such as your IP address, the name of your ISP (Internet Service Provider), your browser, the website from which you visit us, the pages on our website that you visit and in what sequence, the date and length of your visit, and other information concerning your computer's operating system, language settings, and broad demographic information. This information is aggregated and anonymous data and does not identify you specifically. However, you acknowledge that this data may be used to identify you if it is aggregated with other personal information that you supply to us. This information is not shared with third parties and is used only within AeroAssess Consultancy FZ-LLC on a need-to-know basis. Any individually identifiable information related to this data will never be used in any way different to that stated above, without your explicit permission.

Cookies

AeroAssess Consultancy FZ-LLC uses cookies. A cookie is a small piece of information stored on your computer or smart phone by the web browser. The two types of cookies used on the Website are described below:

- "Session cookies": These are used to maintain a so-called 'session state' and only lasts for the duration of your use of the Website. A session cookie expires when you close your browser, or if you have not visited the server for a certain period of time. Session cookies are required for the platform to function optimally but are not used in any way to identify you personally.
- "Permanent cookies": These cookies permanently store a unique code on your computer or smart device hard drive in order to identify you as an individual user. No personal information is stored in permanent cookies. You can view permanent cookies by looking in the cookies directory of your browser installation. These permanent cookies are not required for the AeroAssess Consultancy FZ-LLC website to work but may enhance your browsing experience.

Legal bases for processing your personal data

We must have a legal basis to process your personal data. In most cases the legal basis will be one or more of the following:

- To fulfil our contractual obligations to clients; for example, to conduct the assessments and interviews, to deliver assessment results, to complete recruitment services and provide coaching, and to ensure that invoices are paid correctly;
- to comply with our legal obligations;
- to meet our legitimate interests; for example, to provide the services, to conduct analysis and validation studies that help us to improve our services and be able to legally defend fairness in assessments, to ensure that any complaints or concerns can be promptly dealt with, and to ensure our records are kept up to date and accurate; and
- Your consent when we collect and process any special categories of Personal Data about you. In the case of Research Data you may respond to any questions asked about special categories of Personal Data as “I prefer not to respond”.

Sharing of personal data

Our clients: your personal data will be shared with our clients in connection with the Assessment(s) or interviews in which you have participated. Individual responses may be disclosed to clients, and an overall assessment report will be provided to clients, containing an overall assessment score and additional comments about your assessment performance.

Affiliated third parties: To facilitate the provision of services to our clients, information about you may also be passed to other assessment providers, our suppliers and the suppliers of our assessment providers from time to time, as well as parties who provide administrative, email, technological support, and other professional services to us. Any third parties with whom we share personal data are contractually required to implement appropriate data protection and security measures to protect personal data and are not permitted to use personal data for any purpose other than the purpose for which they are provided with or given access to personal data.

Authorised contractual parties: We may also disclose your data to authorised parties covered in the contract, such as a professional coach.

Assessment information we transfer internationally

Due to the international nature of internet-based assessment and training services, we may from time to time appoint third parties as data processors to process data containing information about you such as scoring of online assessments on our behalf, or store such information in, or transfer it to persons located in countries across the world. These countries may not have Data Protection Laws equivalent to those which are in force in regions such as the European Economic Area (EEA) to protect your information.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to the sites; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Where we transfer your information to such third-party data processors and/or third parties we shall ensure that they provide sufficient guarantees in respect of the technical and organisational security measures. 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 applicable Data Protection Laws.

When we have given you (or where you have chosen) a password which enables you to access our internet sites, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Protection of personal data

We maintain administrative, technical and physical safeguards to protect against loss, misuse or unauthorised access, disclosure, alteration or destruction of the information you provide when visiting or using our website.

Where we store and how we retain your personal data

We only store your personal data for as long as is necessary in order to provide assessment results for the Talent Management Intervention contracted, purposes of processing and/or for a period of time that is required of us by applicable law.

We will also anonymise personal data at the request of the client or the participant. If the participant requests their data to be anonymised, we will first inform the client who requested the assessment to confirm that they have concluded their use of your data as part of their talent decision-making processes.

We retain clients' personal data for as long as we maintain a relationship with clients, and then for as long as is necessary to assist with any contractual obligations, queries, requests or complaints regarding the assessments and/or the services, to commence or defend legal claims, and to comply with our regulatory obligations (including record retention obligations).

Your personal data rights

You have the right to request to update, anonymise or correct your personal data. Depending on your local law applicable to privacy of personal data, you may also have the right to:

- object to our use of your personal information
- restrict our use of or delete your personal information
- request further information about the personal data that we collect, the purposes for which we collect it and how we protect it;
- to verify information we hold about you;
- to anonymise your assessment data;
- to restrict our use of your personal data;
- to receive your personal data in a usable electronic format and transmit it to a third party (right to data portability),

You will not have the right to make changes to the Assessment Data as this would undermine the accuracy and value of the assessment reports.

Links to other websites

AeroAssess Consultancy FZ-LLC, and the services available through the Website and business communication, may contain links to other third-party websites, including (without limitation) social media platforms, payment gateways, appointment scheduling and/or live chat platforms ("Third Party Websites"). If you select a link to any Third Party Website, you may be subject to such Third Party Website's terms and conditions and/or other policies, which are not under the control, nor responsibility, of AeroAssess Consultancy FZ-LLC.

Hyperlinks to Third Party Websites are provided "as is", and AeroAssess Consultancy FZ-LLC does not necessarily agree with, edit or sponsor the content on Third Party Websites.

AeroAssess Consultancy FZ-LLC does not monitor or review the content of any Third Party Website. Opinions expressed or material appearing on such websites are not necessarily shared or endorsed by us and we should not be regarded as the publisher of such opinions or material. Please be aware that we are not responsible for the privacy practices, or content, of other websites, either.

Users should evaluate the security and trustworthiness of any Third Party Website before disclosing any personal information to them. AeroAssess Consultancy FZ-LLC does not accept any responsibility for any loss or damage in whatever manner, howsoever caused, resulting from your disclosure to third parties of personal information.

Changes to our privacy policy

Any changes we may make to our privacy statement in the future will be posted on this page and, where appropriate, notified to you by email.

Your right to lodge a complaint

If you believe that our collection and processing of your personal data have not been compliant with the applicable privacy law, you have the right to lodge a complaint with your local competent data protection authority.

Contact

To make requests to us related to your personal data rights you can contact us: assessments@aero-assess.com

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