

Birkman International, Inc. Privacy Policy

Birkman International, Inc. (“Birkman,” “we,” “us,” or “our”) is committed to protecting the privacy of your personal information. We have policies and procedures to protect the confidentiality of your personal information and to control access to it. Please read the following policy (“Privacy Policy”) for further details as to how we use and protect the information that you provide to us.

Information Collected From Websites.

We may log a user's IP address, browser type and version, dial-up domain, and computer operating system when a user visits our sites. IP addresses may in some cases be linked to personally identifiable information. We use the tracked information, including IP addresses, to help diagnose problems with our servers and to administer our websites.

Our web sites have specific areas where our clients can purchase products and services, register for training classes and update their contact information. As part of the purchase and registration processes, we collect clients’ contact information (such as their address and email address) and financial information (such as their account or credit card numbers, expiration dates, and security codes). When applicable, we verify our client-provided credit card information with a third party prior to order processing.

Contact information from the order or registration forms is used to send orders to our clients or to enroll them in training classes. Also, we may use this contact information to provide mailings and other marketing material regarding product information and training schedules. We may conduct surveys during which non-personally identifiable information is collected only to garner survey results. Users may opt out of receiving any of the surveys, newsletters or other marketing materials by contacting Birkman by email at: unsubscribe@birkman.com.

The Birkman Method® Assessment

Users access our web sites to take the Birkman Method® assessment. The Birkman Method® assessment is comprised of a questionnaire of approximately 300 questions and a series of reports derived from an individual’s particular responses to these questions. An individual may participate in The Birkman Method® assessment and respond to the questionnaire on his or her own initiative or at the request of an employer, a prospective employer, educational, religious or not-for-profit organization, other entity and/or consultant (a “Sponsoring Organization”). In order to have access to the questionnaire an individual is requested to provide personal information that includes, among other things, the individual’s name, age, gender, educational background and career information, along with the individual’s email address (collectively -- “Personally Identifying Information”). Access to your Personally Identifying Information will be granted to the Sponsoring Organization and to those within Birkman who have a need of such information for business reasons. We will not disclose your Personally Identifying

Information to any third party, other than the Sponsoring Organization. We do not barter, trade or sell access to your Personally Identifying Information, other than to a successor Sponsoring Organization and only then with your written permission, as set forth below.

Personally Identifying Information and your responses to The Birkman Method® questionnaire and related reports, will not be transferred from the Sponsoring Organization to a third party without your written permission. Permission may be in the form of (i) an email addressed to BirkmanTURGroup@birkman.com, which must be sent from the email address associated with your name in our database, or (ii) a signed consent in the form available on our website under the “Contact Us | Office Contacts” button, which may be faxed to: (713) 963-9142, or mailed to: Birkman International, Inc., 3040 Post Oak Boulevard, Houston, Texas, 77056, Attention: Transfers, Upgrades and Releases Group. Our customary charges borne by the successor Sponsoring Organization or other third party transferee shall apply to any such transfer.

For research purposes, we may aggregate your responses to our questionnaire with the responses of other individuals to develop group norms, conduct validation studies, perform statistical analysis, and develop new products and other similar activities to improve our assessments for future use. However, such data will only be used in aggregate and will never disclose any individual’s identity.

Certain federal, state, local or other government regulations may require that we disclose Personally Identifying Information about you. In such cases, we will use commercially reasonable efforts to disclose only the information required under applicable law.

Links to Other Web Sites

Our web sites may contain links to other web sites. We have no control over the privacy practices of such other web sites nor should any such link be considered an endorsement of such other web sites' privacy practices. We recommend that you read the privacy policies of such other web sites.

Security

Birkman takes commercially reasonable precautions to protect your information from unauthorized access. We use procedural, physical and electronic measures to do so. We protect your information during transmission by using Secure Socket Layer (SSL) software, which encrypts the information that you provide to us and the information that we transmit to you.

Children’s Information

We do not solicit or intentionally collect data from persons under 13 years old nor do we publish content that is targeted at anyone under 13 years old. If you are under 13, you may not use any of our websites.

Changes to Your Personally Identifiable Information

You have the right to access the Personally Identifiable Information that you have provided to us and to correct, amend and delete that information where it is inaccurate. Requests may be made by email to: privacy@birkman.com. The email request must be followed up with written proof of identity, which should be a copy of your driver's license, passport, birth certificate or national identity card. Information about where to send such proof of identity will be forwarded to you in response to your email request, along with information about any associated fees and the anticipated response time.

EU Privacy Compliance

We comply with the EU Safe Harbor framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of data from the European Union.

Questions, Complaints, and Disputes

Please include your name, address and phone number or e-mail address in all communications to us and state clearly the nature of your request, complaint, or question. We will investigate and attempt to resolve complaints and disputes about this Privacy Policy. You may send communications regarding this Privacy Policy to: privacy@birkman.com.

For complaints or disputes regarding this Privacy Policy from a user within in the European Union that cannot be resolved between us and that user, we will participate in the dispute resolution procedures of the American Arbitration Association in accordance with its applicable commercial rules as well as the Safe Harbor principles.

Changes to This Privacy Policy

Birkman may change this Privacy Policy at any time. When it does, it will also revise the "last updated" date at the bottom of this Privacy Policy and post notification of a change on its public website. You should review this Privacy Policy regularly for changes.

LAST UPDATED: February 3, 2010