

NCS Pearson's Privacy Policy

regarding

the Collection and Use of Personal Information for Field Research

In providing tests and testing services for research purposes, we collect or receive Personal Information from Examinees, as well as Field Examiners and associated Sites. For the purposes of this Privacy Policy the following definitions apply:

- (a) An "Examinee" is a person who participates in any of our research studies by taking an assessment .
- (b) A "Field Examiner" is a qualified professional who administers an assessment.
- (c) A "Site" is an organization such as a school, hospital, clinical, community center, church, or other recognized organization that agrees to participate in data collection for our research purposes.

Certain Examinee personal Information is provided to us by an Examinee (or their parent/guardian), the Field Examiner, and/or associated Site . We also receive other information from an Examinee if they are eighteen years of age or older. The Field Examiner or an affiliated Site provides Field Examiner personal information to us. We handle and treat all Personal Information collected and received by Us in the manner outlined in this Privacy Policy for the Collection and Use of Personal Information for Field Research.

Examinee Personal Information Collected.

The Personal Information that we collect, receive or process with respect to Examinees may include: first name, last name, date of birth, gender, race/ethnicity, handedness and home language. In addition, depending upon the particular clinical assessment, a wide range of additional demographic information may be collected, including, but not limited to: clinical history; education history and issues; work and employment status, history and issues; health conditions; medications; employment status; marital status; family information and history; and living arrangements. The Examiner and any associated Site that is administering the assessments are responsible to obtain all legally required consents from each Examinee and, if applicable, their parents or guardians, for the collection and processing of data. Examiners should ensure that consent is obtained before an assessment is administered, even if he or she is affiliated with a site.

Examiner Personal Information Collected.

The Personal Information that we collect, receive or process with respect to an Examiner may include: Name, phone number, mobile phone number, email address, mailing address, Pearson qualification level, and other information needed for payments including social security numbers.

Site Information Collected.

The Personal Information that we collect, receive or process with respect to a site may include: Contact name, phone number, mobile phone number, email address, mailing address, and other information needed for payments including the Federal tax ID number.

Protection of Personal Information.

We take reasonable precautions and employ reasonable security safeguards to protect Personal Information from loss, misuse and unauthorized access, disclosure, alteration or destruction. These precautions include physical security, administrative safeguards and encryption. Field Examiners and Sites are responsible for safeguarding their user identification and passwords, and to change passwords periodically. In the event a Field Examiner or Site becomes aware of a possible compromise of a password, the Field Examiner or Site is responsible to change the password immediately. Field Examiners and Sites are responsible for security of all copies of test Materials. Field Examiners and Sites are urged to employ encryption and other security measures to protect computer systems used to store any personal information. Through the Pearson web portal, authorized Field Examiners and Sites have the capability to access and correct Personal Information otherwise collected through the portal.

Disclosure of Information.

In addition to providing Examinee Personal Information to the Qualified Customer who has administered or assigned the clinical assessment to the Examinee and its authorized Test Administrators, we may disclose Personal Information in the following situations: (a) in response to a subpoena, court order or legal process, to the extent permitted and required by law; (b) to protect the security of a Field Examiner, Site, or Examinee, or the security of other persons, consistent with applicable law; (c) to address actual or suspected fraud or other illegal activities; (d) in connection with a sale, joint venture or other transfer of some or all of the assets of NCS Pearson, Inc.; (e) to our contractors or agents, who are committed or obliged to protect the privacy of Personal Information in a manner consistent with this Privacy Policy.