

Candidate General Notice Form for Biometric Enabled Check In System

1 Definitions

“Assessment” – A test, examination, or other assessment which measures knowledge, skills, or other parameters as defined by a Test Sponsor and which is administered by Prometric on behalf of the Test Sponsor.

“Biometric Enabled Check In System” - The Biometric Enabled Check In System is designed to protect test candidate privacy and improve the security and integrity of the testing process. The Biometric Enabled Check In System converts a fingerprint image to a digital image that is used for identity verification purposes. To use the Biometric Enabled Check In System, you must place your finger on the scanner. The Biometric Enabled Check In System equipment will create a digitized representation of your fingerprint (a “template”). This representation template will be paired with other personal information you provide to a Test Sponsor, allowing us to identify you accurately during the testing process. As you move around the test center, you will be able to use your finger to authenticate yourself at the scanners located throughout the test center.

“Personal Information” – means any information that can be used to identify a natural human individual or that relates to a natural human individual. Examples include name, address, telephone number, email address, biometric information such as fingerprint images or photographs, etc.

“Test Sponsor” – means that organization that owns an assessment and uses the results of that assessment for the purpose of providing a certification, license, school admission, grade, or similar benefit to an individual that takes the assessment. For example a government agency that licenses insurance agents would be the Test Sponsor for an insurance exam or an information technology company that grants IT certifications would be a Test Sponsor for an IT certification assessment. Test Sponsors contract with Prometric to administer assessments on their behalf.

2 Privacy

Prometric takes the privacy of candidates seriously. Prometric’s privacy terms are set out on our website at www.prometric.com.

I understand and agree that Prometric, among other types of personal information and on behalf of my Test Sponsor, may collect my fingerprint, photographs, and information regarding my identification document. The following information may be collected.

- Personal contact details from your identification documents
- Country of residence and country of citizenship from your identification documents
- Photographs
- Signature
- Fingerprint images and templates for Biometric Enabled Check In
- Date of birth from your identification documents

My personal information from the biometric check-in system may be used and disclosed by Prometric as set out below:

Purposes and Uses for the Personal Information:

Fingerprint Images Only

- Prometric, on behalf of the Test Sponsor and in conjunction with providing assessment services and processing, will use the fingerprint images and associated identification card information solely to: (1) administer the tests and verify your identity on an ongoing basis as you participate in this and future Test Sponsor testing activities, (2) protect your privacy by enabling you to move around the test center, (3) identify and prevent testing fraud and maintain the integrity of the testing process by detecting and preventing test taking by unauthorized candidates, (4) improve security of test centers by detecting and preventing unauthorized access of candidates to secure areas, and (5) as required by law. For example, if you take an assessment and your Biometric Enabled Check In System information is stored for reference, Prometric would be able to determine if another individual is pretending to be you in the future.

Disclosures:

Prometric may disclose any of your personal information to the Test Sponsor. Prometric may also disclose your personal information to those third parties that provide services to us, provided that they have contractually agreed to only use the personal information as needed to provide the services to Prometric. Candidate fingerprint images and other identification document information are processed for Prometric by LexisNexis Risk Solutions.

Security and Retention:

Prometric and its service providers (including LexisNexis) shall at all times protect your personal information with operational, administrative, technical and physical security safeguards.

Unless your fingerprint images are being used in connection with an active security investigation, Prometric and LexisNexis shall retain candidate fingerprint images for a maximum of five years after you have taken an assessment.

Data Processed in the United States:

Data processed by Prometric may be processed in its data center in Baltimore, Maryland, United States of America or otherwise outside the country in which the Candidate takes an assessment. Fingerprint images will be stored at LexisNexis Risk Solutions in Alpharetta, Georgia, United States of America.

I understand that the levels of data protection and privacy laws in other countries may not be as high as those applicable in my jurisdiction. Prometric adheres to the European Union Safe Harbor principles as set forth by the United States Department of Commerce regarding the collection, use and retention of personal information covered by this Privacy Policy. Prometric applies the Safe Harbor principles to all data received internationally and within the United States.

I understand the foregoing privacy policy statements.

3 Individual Rights

I acknowledge that at any time I may:

- request access to and correction of my personal information;
- make any inquiries, requests or complaints in relation to the use of my personal information; or
- withdraw my consent to the processing of my personal data (including fingerprint data), but that if I exercise this right, depending on the laws of the jurisdiction, I may not be allowed to take any further assessments sponsored by my Test Sponsor and acknowledge that a Test Sponsor may

refuse to distribute my exam results or may need to make special arrangements with Prometric and the Test Sponsor to take the examination.

In each case, I should direct my request, inquiry or complaint to Prometric's Privacy Team:

Data Protection Officer
Legal Department
Prometric Inc.
1501 South Clinton Street
Baltimore, Maryland 21224 USA

Or via email to: DataProtectionManager@prometric.com