

# Privacy Policy

## **Information we collect while you are visiting our site**

PNG Career Guide Centre will collect normal "**Website Statistics**" as people visit the website. This is something almost all websites do to improve the websites usability and reliability. This means that while you are on our website, we will record this information into what is called log files.

## **Free Signing Up**

It's totally **free in Signing Up** with PNG Guide Centre [www.pngcareerguide.com](http://www.pngcareerguide.com)

When you sign up we collect your information for two purposes

To Track the existing and the still to come Human Resource that make up the Workforce and to keep a Data Base of All Test Takers to unearth their innate potentials and to align them to their learned abilities.

## **Your personal details are collected for the following simple reasons to;**

- Name and email for communicating your Professional Level Career Assessment Test Reports.
- LLGs, District and Provinces are asked to keep track of how many males and females who have gone through education that are part of specific Career Fields that make the workforce or still in school.
- NID number is associated to your national identity and will be reflected together with your unique Career & Personality Type Reports.
- Age for career counseling and advice.

## **Your Highest Education reached with financial support by various scholarships; career engagement and current organization are all collected for the reasons;**

- For Tracking the Students and Teachers by gender and to keep a single biggest Talent Data Base for Papua New Guinean by LLGs, Districts & Provinces.
- To provide career direction and for pursuing your purpose in life for all target groups.  
For recruitment and job placement purposes by all targeted organizations.
- For planning gender balance career choices and recruitment by all organizations.
- To establish Advisory Councils from the Career Talents Based on GoPNG's Development Areas.
- To create Talent Groups for information and to be used by different stakeholders for different purposes.
- To recruit Talents to align workforce performance by public and private sector to record legacies for later generation's learning.

## **Privacy of Information Collected**

PNG Guide Centre through its website promises to keep all information about its clients totally private for its own record of data. You can count on us to keep your information private. The only exception is that if you are going through a job interview or career pathway direction, family counseling services where the organization contact us for your test results, they will of course have to have access to your test results when you recommend them to contact PNG Guide Centre. Our mission is to help guide the nation's workforce from as early as thirteen years of age to late sixty-five plus years as job changers through identifying their innate potentials and aligning them to their learned abilities. We are here to help people to identify themselves, plan their future or re-invent their careers.

**Definitions**

**Infringement:** Use of copyrighted content without authorization from the content and registered trade mark owner/s.

**Content:** All of the products, services, and information provided on a website including, but not limited to, all of the page headers, images, graphics, text, logos, button icons, design, layout, software (including source code), sounds, music, video files, and data.

**User Submitted Content:** Any user communications made to or through the website include customer service requests submitted on the “Contact Us” and “Comment” pages of the website, you must first sign in through the website.

**Our Rights and Responsibilities**

PNG Career Guide Centre reserves the right to modify the content of the website and any other policies governing the website at any time, without notice. Modifications may be posted here, and users are deemed to be aware of and bound by any changes we will provide users access to these Terms and any subsequent updates.

**Your Rights and Responsibilities**

The users agree that by using the website you signify your agreement to these Terms and any updates made to these Terms. It is the users’ responsibility to read these Terms and check for updates on a regular basis. If the users do not agree with these Terms, the users may not access the website, use Content, or provide User Submitted Content. Users’ agreement to these Terms does not deliberate any rights or benefits upon any person other than the users and PNG Career Guide Centre and the users may not assign any rights under these Terms without the prior written consent of PNG Career Guide Centre.

**Affirmation**

Without limiting the aforementioned, PNG Career Guide Centre or any of its directors, officers, employees, representatives, affiliates, is found liable to you for any claims or matters arising under or in connection with these terms our total and maximum accountability for all such matters and claims shall not exceed the total amount paid by the user to PNG Career Guide Centre if any for the specific product or service giving rise to such liability.