### **Privacy Policy**

Employability Assessment Toolkit website is owned by Employability Life, which is a data controller of your personal data.

We have adopted this Privacy Policy, which determines how we are processing the information collected by Employability Assessment Toolkit, which also provides the reasons why we must collect certain personal data about you. Therefore, you must read this Privacy Policy before using Employability Assessment Toolkit website.

We take care of your personal data and undertake to guarantee its confidentiality and security.

### Personal information we collect:

When you visit the Employability Assessment Toolkit, we automatically collect certain information about you such as email, full name, username, and social links. Additionally, as you browse the Site, we collect information about the personal data you provide to us (including but not limited to Name, Surname, Address, etc.) during registration to be able to fulfill the agreement.

## Why do we process your data?

Our top priority is customer data security, and, as such, we may process only minimal user data, only as much as it is absolutely necessary to maintain the website. Information collected automatically is used only to identify potential cases of abuse and establish statistical information regarding website usage. This statistical information is not otherwise aggregated in such a way that it would identify any particular user of the system.

You can visit the website by telling us who you are or revealing any information, by which someone could identify you as a specific, identifiable individual. Users who are uncertain about what information is mandatory are welcome to contact us via mdaniyalmuz@gmail.com.

# Your rights:

You have the following rights related to your personal data:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision-making and profiling.

If you would like to exercise this right, please contact us through the contact information below.

# Links to other websites:

Our website may contain links to other websites that are not owned or controlled by us. Please be aware that we are not responsible for such other websites or third parties' privacy practices. We encourage you to be aware when you leave our website and read the privacy statements of each website that may collect personal information.

# Information security:

We secure information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure. We keep reasonable administrative, technical, and physical safeguards to protect against unauthorized access, use, modification, and personal data disclosure in its control and custody. However, no data transmission over the Internet or wireless network can be guaranteed.

### Legal disclosure:

We will disclose any information we collect, use or receive if required, such as to comply with a subpoena or similar legal process, and when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

### **Contact information:**

If you would like to contact us to understand more about this Policy or wish to contact us concerning any matter relating to individual rights and your Personal Information, you may send an email to mdaniyalmuz@gmail.com.