IS YOUR DATA SECURE?

MYLEADS GOES ABOVE AND BEYOND TO PROTECT YOUR DATA

> With one click, MyLeads downloads your entire database to your desktop, in Excel format.
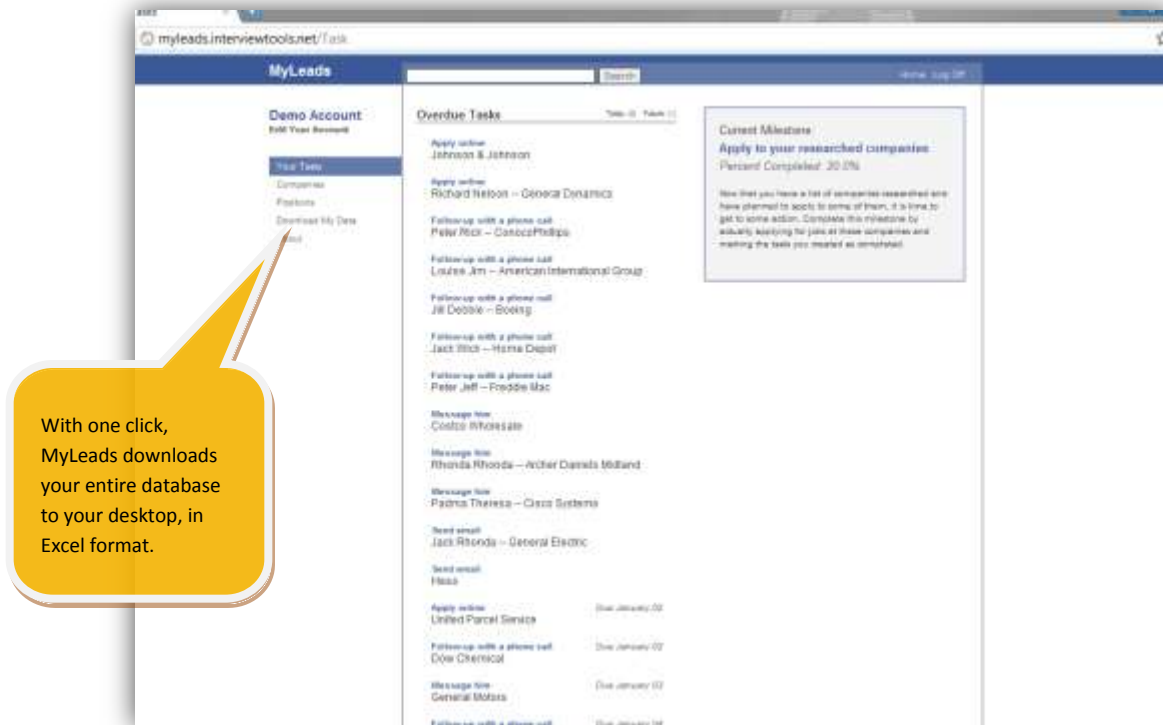
Your Data Is Safe:

- Data is never deleted from the database. When you update a contact or company, the data is stored twice – once in the MyLeads database, and once in an "audit" table. *This allows complete recoverability, at any time, in the case of user / program error, hardware malfunction, or asteroid collision.*
- Database backups are made daily. Backups are retained for at least six days.
- Only the user that owns the data (you!) can access or edit your information. All other users will be denied access.

We Protect Your Privacy:

- All information you upload / enter into the MyLeads system is not accessible to any other students. In addition, specific notes, contacts, and contact details cannot be read or monitored by others, including the Career Services administrator.
- The only information provided to your Career Services administrator are metrics measuring activity – the number of tasks that you completed, the number of interviews, the number of contacts (not contact details), etc. This information is provided to help Career Services aid you in your job search, by measuring your progress in the job search. Metrics are only available to the Career Services administrator – no

students or non-administrator accounts have access to any information about your account or activity, including metrics.

- MyLeads and InterviewTools will not pass on your email address to third-parties, without your permission. In addition, we do not allow others to solicit you, through our system. Your email and all information provided during registration remains private within MyLeads, and is used to help manage your account.
- There are times that MyLeads will connect to 3rd party services on your behalf, for example LinkedIn and Jigsaw. If you choose to take advantage of these services, you must provide your login credentials. MyLeads will never use this information for any purpose other than logging into the systems, and we will never use your accounts on those services for any purpose other than what the system tells you.

If you have any questions about your data or security, please feel free to contact us at support@interviewtools.net.