

# Allegis Group Global Online Privacy & Cookie Policy

*Effective Date: June 14, 2018*

Allegis Group and its group companies based in the United States (collectively, "**Allegis Group**", or "**we**") are committed to safeguarding your privacy. In this Privacy & Cookie Policy ("**Policy**") we explain to you what information we may collect, use, share and store about you, and the choices and rights that are available to you. If you have any questions about this Policy, please contact us using the contact details provided below.

## **When this Policy applies**

This Policy applies to our collection, use and disclosure of personal information related specifically to this website. Please see our other Privacy Policies that apply to other website that we operate. This website is specifically limited to clients who Allegis has approved through an offline process are able to provide payment by credit card to Allegis for services ("Credit Card Clients"). This website address is provided to by Allegis to the Credit Card Clients for them to access as a landing page as part of the credit card payment process.

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## **Collection of Personal Information**

Allegis Group collects and maintains personal information only from the Credit Card Clients.

The types of information we collect include the following:

- **Information we collect from you:** We collect the following personal information from you:
  - contact information (such as name, postal address, email address and telephone number); and
  - username and password when you register for this website.

We do not collect credit card number, credit card expiration date or CVV information. All credit card information is collected on a different website operated by US banking and non-banking affiliates and subsidiaries of Chase, which Allegis Group has engaged to process Credit Card Client payments.

Where we request personal information from you, we will let you know prior to collection whether the provision of the personal information we are requesting is compulsory or whether the information may be provided on a voluntary basis and the consequences of not providing the information.

- **Information we collect automatically:** We automatically collect certain technical information from visitors to this website, such as the Internet protocol (IP) address of their device, their login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platforms. We may also automatically collect certain information about

their visits to our website, such as download errors experienced and length of visits to certain pages.

- **Information we receive from Allegis Group offline:** We may receive or acquire personal information about you based on our offline transactions with you as a client of Allegis Group. This may include contact information such as name, postal address and email address for the purpose of us providing you with a link to this website.

### **Use of Personal Information**

The personal information Allegis Group collects will be used only as described in this Policy and/or in the way we specify at the time of collection. We collect and use personal information as part of:

- Providing and administering this website as a landing page prior to transferring Credit Card Clients to the website that will process credit card payments;
- Protecting Allegis as part of operating this site (for example, fraud monitoring and prevention);
- Responding to your communications;
- Complying with applicable laws and government regulations;
- Gauging the number of users and usage of the Site(s), so we can plan Site bandwidth and capacity accordingly;
- Recognizing you when you return as a repeat visitor to this site;
- Sending you e-mails about managing your access to this site;
- For our business purposes, such as data analysis, audits, fraud monitoring and prevention, enhancing, improving or modifying our site, products and services and operating and expanding our business activities; and
- Notifying you about changes to our site or changes to the process by which we are processing credit card payments with clients.

Personal information collected online may also be supplemented with information you provide to us through other Allegis Group services, as well as other online and offline sources and other data appending methods (such as spot tags, tracking and cookies as referenced below).

We may also use the personal information we receive for the purposes of creating anonymized and aggregated statistics that do not reveal the specific identity of any person.

In most cases, Allegis Group will process personal information for a variety of business purposes which are in our legitimate interests (for example, to operate its business and provide you with services you have requested), in order to enter into or perform a contract with you and/or for compliance with our legal obligations (as described above).

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## **Cookies and Online Tracking**

Allegis Group websites use "cookies" and similar technologies (like web bugs) to help personalize your online experience and for our analytics purposes.

A cookie is a small data file placed on the hard drive of your computer when you visit certain websites. A cookie file can contain information such as a user ID that the site uses to track the pages you have visited.

A web bug is a graphic on a web page or email that gathers information about the computers used to view the web page or email. A web bug can collect your computer's IP address and the time you viewed the website or email.

Some parts of Allegis Group's websites use cookies and web bugs to track user traffic patterns on the Allegis Group sites. Allegis Group does this tracking in order to determine the usefulness of our website information to our users and to see how effective our navigational structure is in helping users reach that information.

If you prefer not to receive cookies or web bugs while browsing our website, you can set your browser to warn you before accepting cookies or web bugs and refuse them when your browser alerts you to their presence.

You can also refuse all cookies and web bugs by turning them off in your browser, although you may not be able to take full advantage of Allegis Group websites if you do so. You do not need to have cookies turned on to use/navigate through many parts of Allegis Group websites, except that access to certain Allegis Group Web pages require a login and password.

You can find information on popular browsers and how to adjust your cookie preferences at the following websites:

**Microsoft Internet Explorer:** <http://www.microsoft.com/info/cookies.htm>

**Mozilla Firefox:** [http://www.mozilla.org/projects/security/pki/psm/help\\_21/using\\_priv\\_help.html](http://www.mozilla.org/projects/security/pki/psm/help_21/using_priv_help.html)

**Google Chrome:** <https://support.google.com/accounts/answer/61416>

**Apple Safari:** Blocks cookies by default and accepts cookies only from your current domain. To change, click Safari, Preferences, Security, and choose your preference.

For more information on the types of cookies which are used on the Allegis Group websites, please see our cookie statement, which is available on each of our websites.

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## **Sharing Your Personal Information within Allegis**

Allegis Group may disclose your personal information to any companies within the Allegis Group of companies for use and processing purposes described in this Policy. This includes our subsidiaries, affiliates and our ultimate holding company.

This sharing of personal information with Allegis Group companies may include combining the personal information gathered offline into one or more database(s) used and accessed by the Allegis Group globally, including all of its group companies.

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### **Sharing Your Personal Information with Third Parties**

Allegis Group may share and disclose personal information about you with the following types of third parties and in the following circumstances:

- ***Compliance with laws*** - We may disclose personal information to a third party where we are legally required to do so in order to respond to or comply with any applicable law, regulation, subpoenas, court orders, legal process or government requests, including in response to public authorities to meet national security or law enforcement requirements.
- ***Vendors, consultants and other service providers*** - We use third party vendors, consultants and other service providers to assist us, including to support us in areas such as the processing of credit card payments, IT platform management or support services, infrastructure and application services. In providing these services on behalf of Allegis Group, it may be necessary for us to provide these third parties with access to your personal information.
- ***Business transfers*** - Circumstances may arise where, whether for strategic or other business reasons, Allegis Group decides to sell, buy, merge or otherwise reorganize businesses. Such a transaction may involve, in accordance with applicable law, the disclosure of personal information to prospective or actual purchasers, or the receipt of it from sellers. It is Allegis Group's practice to seek appropriate protection for information in these types of transactions.
- ***Vital interests and legal rights*** - We may collect and possibly share personal information and any other additional information available to us in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Allegis Group's terms of use, or as otherwise required by law, including without limitation to meet national security or law enforcement requirements. We also may disclose your personal information to third parties when we choose to establish or exercise our legal rights or defend against legal claims.
- ***With your consent*** - We may disclose your personal information for other purposes with your consent.

Your personal information is never sold, rented or leased to any external company, unless you have granted us permission to do so.

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### **International Data Transfers**

As a global company, we may transfer personal information to Allegis Group companies and third parties located in the United States and in other countries that may be outside your country of residence for storage and processing. These countries may not necessarily have data protection laws as comprehensive

as those in your country or residence. We will however protect your personal information in accordance with this Policy and applicable law wherever it is processed.

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## Your Privacy Rights

### Your Choices:

**Cookies and other similar technologies:** For information about how to disable selected cookies and other similar tracking technologies from collecting information, please see the Section headed "Cookies and Online Tracking" [Cookies and Online Tracking](#).

**Marketing Communications:** Where it is in accordance with your marketing preferences, we may periodically send you updates via e-mail about promotional opportunities or services we think may interest you, such as jobs in our database that match your selection criteria.

You can opt-out of receiving marketing communications by clicking "Unsubscribe" in any e-mail communications we send you. At the point where we request personal information about you, our Sites also give you the opportunity to decide which communications you receive.

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## Security of Your Personal Information

Allegis Group is committed to protecting the personal information you share with us. Allegis Group uses appropriate physical, technical, organizational and administrative security measures to help protect your personal information from unauthorized or unlawful access, use or disclosure, and from accidental loss, destruction or damage.

Allegis Group supports online security using secure server technology because we want your data to be safe. We use state-of-the-art security arrangements and facilities on our Sites and through the Allegis Services to maintain data security. Unfortunately, the transmission of information via the internet cannot be guaranteed 100% completely secure and we cannot guarantee the security of your personal information that is transferred over the internet.

If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of your account has been compromised), please immediately notify us in accordance with the "Contact Us" section below.

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## Children's Privacy

This site is not intended for use by children under the age of 13. Allegis Group does not knowingly collect personal information from children under the age of 13. If we learn that we have collected personal information from a child under the age of 13, we will delete that data from our systems.

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## Links to Other Sites and Public Forums

This website contains links to other sites for the purposes of processing your credit card payment. If you access those links, you will leave the Allegis Group Site. Allegis Group does not control those sites or their privacy practices, which may differ from Allegis Group's practices. Allegis Group is not responsible for the privacy practices or the content of other websites outside of Allegis Group. The personal information you choose to provide or that is collected by these third parties is not covered by this Policy. We encourage you to review the policy of such third parties before submitting your personal information.

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### **Contacting Us**

If you have any questions about this Policy or if you wish to exercise Your Privacy Rights [Your Privacy Rights](#), please contact:

Allegis Group, Inc.  
7301 Parkway Drive, 5<sup>th</sup> Floor  
Hanover, MD 21076  
ATTN: Privacy Officer  
[privacyofficer@allegisgroup.com](mailto:privacyofficer@allegisgroup.com)

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### **Changes to this Policy**

If we change this Policy, we will post the revised Policy on our Sites, with an updated revision date. If we make significant changes to our Policy, we may also notify you by other means, such as sending an email or posting a notice on our home page. To view previous versions of the Policy, [click here](#). We will update the "Effective Date" at the top of this page to indicate the date from which any changes take effect.

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