

# Privacy Policy

## Privacy policy statement

It is **ACADEMIC EVALUATION SERVICES INC.** and its affiliates' and subsidiaries' policy to respect and protect the privacy of our customers and users of [www.aes-edu.org](http://www.aes-edu.org). Through this Privacy Statement, we want to reassure users that we will not sell, share, or rent user information to others in a manner different than in this Privacy Statement. By accessing the Site, you agree to be bound by this Privacy Statement. If you do not agree to the terms of this Privacy Statement, please do not use the Site. Each time you use the Site, the current version of this Privacy Statement will apply. When you use the Site you should check the date of this Privacy Statement (which appears at the top) and review any changes since the last version.

### Placing Orders and Information Collection

**ACADEMIC EVALUATION SERVICES INC.** collects information from users of the Site at several different points, including, without limitation when a user:

1. Places an order
2. Registers on the Site
3. Requests notification of an order status
4. Submits an e-mail

In order to fulfill the requests of Site users in the above instances, the user may be requested to provide contact and/or credit card information. If we have trouble processing an order, a request, completing a delivery, or such other similar issue this contact information will be used by **ACADEMIC EVALUATION SERVICES INC.** or a third party working on our behalf to contact the user.

Gathering and Sharing of Information, Links to External and Co-Branded Websites

We monitor traffic patterns on the Site for aggregate use to analyze trends and administer the Site to improve its layout, design, and provide unique offers to users. We also monitor traffic patterns to permit Site personalization and streamlining to create a positive shopping experience for our users, this is known as behavioral marketing. To perform analysis permitting such personalization and improvement, we may employ third parties with whom we share the information necessary to accomplish these objectives. These statistics include no personally identifying information.

Where appropriate, we share aggregated statistical information with our business partners. These statistics include no personally identifying information.

We use a credit card processing company to bill purchasers of goods and services from the Site, and depending upon the goods and services being ordered and where they are being shipped, we may also use outside suppliers and/or delivery companies to assist us in fulfilling and delivering orders. We share with them the information necessary to enable such card processing, fulfillment, delivery of goods, etc. (e.g., name, address, and as appropriate, payment information).

Additionally, we partner with trusted third parties to provide Site users with offers or services that may be of value to our users. In these instances, we may share, sell or rent a user's name, phone number, postal address or ordering information to third parties to enable them to notify appropriate users of such offers or services. We will never provide credit card information and you will always be provided with the opportunity to unsubscribe from any such list.

Except as stated below, we will not share, sell or rent your e-mail address or mobile phone number to third parties. But, we may do so between our affiliates and subsidiaries. We may, however, share e-mail addresses or mobile phone numbers with reputable third parties in order to help us provide better services. These third parties agree not use your information for their own marketing purposes.

We may provide personally identifying and/or account information in special cases such as enforcement of our Terms of Use, as required by law or legal process to protect and defend the rights and safety of **ACADEMIC EVALUATION SERVICES INC.**, our Site, and its users. This includes exchanging information with other companies for purposes of fraud and credit risk reduction.

Our Site also contains links to external Internet sites as well as co-branded sites, which may be operated by an external party. These sites may have privacy practices different from ours. A co-branded site is a website, usually operated by a third-party, and which displays that third-party's name along with the **ACADEMIC EVALUATION SERVICES INC.** name and logo. Such co-branded sites offer goods or services to our users. When you click on links that take you to such external or co-branded sites, you will be subject to its privacy policies, and we encourage you to become familiar with that party's privacy policies as these may differ from ours. Please note that this Privacy Statement applies solely to information collected by **ACADEMIC EVALUATION SERVICES INC.** on our Site and, while we strongly support the protection of privacy on the Internet, we cannot be responsible for the privacy practices of other websites, uses of the information collected by other websites, or the content of those other websites.

Consent

By using our Site, you agree to the terms and conditions set forth in this Privacy Statement and the Site Terms of Use INCLUDING ALL LIMITATIONS OF DAMAGES PROVISIONS, which are an integral part of this Privacy Statement. By using our Site, you also consent to the collection and use of this information by **ACADEMIC EVALUATION SERVICES INC.** as disclosed in this Privacy Statement.

### **Security Information**

Strong precautions are taken to protect the information of the users of our Site. When users submit sensitive information via the Site, we attempt to protect that information both online and off-line.

We take credit card information security seriously and use a variety of technical solutions to make shopping safe at our Site. Furthermore, we encrypt and protect your information utilizing the industry standard Secure Sockets Layer (SSL) encryption software. While on a secure page, such as our order form, the lock icon on the bottom of web browsers such as Firefox and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when you are just 'surfing'.

While we use SSL encryption to protect sensitive information online, we also protect user-information off-line. The information of our Site's users, including the sensitive information mentioned above, is maintained in a restricted section in our offices. Only those of our employees who need the information to perform a specific job (for example, our account or customer service representatives) are granted access to personally identifiable information. Furthermore, our employees are kept up-to-date on our security and privacy practices.

Unfortunately, no data transmission over the Internet or across mobile carriers and networks, or method of storage - electronic or otherwise - can be guaranteed to be 100% secure. As a result, while we strive to protect your information, we cannot guarantee its absolute security. IN NO EVENT SHALL **ACADEMIC EVALUATION SERVICES INC.** BE LIABLE FOR SPECIAL, INDIRECT, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO, LOSS OF USE, DATA, OR PROFITS, WITHOUT REGARD TO THE FORM OF ANY ACTION, INCLUDING BUT NOT LIMITED TO CONTRACT, NEGLIGENCE, OR OTHER TORTIOUS ACTIONS, ARISING OUT OF OR IN CONNECTION WITH THE USE, COPYING, OR DISPLAY OF THE CONTENTS OF THE SITE, EVEN IF **ACADEMIC EVALUATION SERVICES INC.** OR AN AUTHORIZED REPRESENTATIVE OF **ACADEMIC EVALUATION SERVICES INC.** HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.