



PROFESSIONAL SERVER CERTIFICATION CORP.

PO Box 303 Madison, SD 57042 - (866) 376 7422 - (605) 427 2645

Online Privacy Statement

Professional Server Certification Corporation respects your privacy and is committed to protecting it. The following Privacy Statement provides information concerning our policy and practices and how your information is used. This notice is also readily available on our web site:

www.servercertificationcorp.com.

Information Gathering

Personal information is defined as information associated with your name or personal identity. There are requirements for maintaining records of each student's progress, and those records include personal information. Once you provide your personal information, it will *only* be used to meet state, employer or accreditation reporting requirements or to provide you with technical assistance and support. We will not sell, rent or lease your personal information to others.

Non-personal information is data about usage and service operation that is not associated with a specific personal identity. Examples of non-personal information are data such as quiz scores and final exam results. This information is collected and analyzed to evaluate the effectiveness of our courses and to design program enhancements and further course development.

Information Use

Many states require a reporting of students who complete our courses. This information is only reported when *required by the state* or other regulatory entities. In cases where employers or other organizations pay the cost of the course, that employer or organization may be granted access to quiz scores and test results *only* and only then upon request. No employer or organization shall have access to any personal information provided at registration. Personal information shall not be sold to third parties for the purposes of marketing, advertising, or promotion.

Security

Encryption technology is utilized to safeguard personal information from unauthorized access or disclosure as well as from accidental loss, alteration or destruction. While no system can provide a guarantee of 100% security, we make every reasonable effort to keep the information you provide to us secure, including physical security at the server storage location.

Links Outside Our Domain

The general structure of our web site allows you to visit us on the web without identifying yourself or revealing any personal information. When our courses or web site contain links outside of our domain, we are not responsible for the content or policies of those sites.

Notification of Changes

Should changes be made to this privacy policy, the new policy will be posted on our website at:

www.servercertificationcorp.com.

Contact:

Questions regarding this policy should be directed to:

Professional Server Certification Corporation

Attn: Compliance Department

1533 ½ NW 2nd Street

Madison, SD 57042