

## **Privacy Statement**

Our policy is to respect and protect the privacy of our users. For more information about our privacy policy please contact [knowledge.connection.help@conduent.com](mailto:knowledge.connection.help@conduent.com).

### **Does Conduent ask for personal information?**

Conduent may ask for your name, email address, and other personal information when you sign up for our products and services. We may also ask for such information at other times, such as when you request information from Conduent.

### **Will Conduent disclose any of my personal information?**

We will not willfully disclose individually identifiable information about our customers to any third party without first receiving that customer's permission. Conduent does disclose aggregated user statistics (for example, 70 percent of our users have an Internet connection at home) in order to describe our services to prospective partners, advertisers and other third parties, and for other lawful purposes. This site also contains links to other sites. Conduent is not responsible for the privacy practices or the content of other Web sites.

### **What about product purchases that I make using Conduent?**

If you make a purchase from our site, the information obtained during your visit to these areas, and the information that you give such as your credit card number and contact information, is provided to the merchant of record. The merchant of record may be a third party vendor and the information we receive from you may be transferred to a third party in order to complete the transaction. These merchants may have separate privacy and data collection practices. Conduent has no responsibility or liability for these independent policies.

### **Will Conduent use my information for direct mailings?**

We may send information about our various products and services, or other products and services we feel may be of interest to you. You can remove yourself from this distribution list via a link in the communication or by sending your request via email to [knowledge.connection.help@conduent.com](mailto:knowledge.connection.help@conduent.com). Only Conduent (or agents working on behalf of Conduent and under confidentiality agreements) will send you these direct mailings.

### **Does Conduent use cookies?**

A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a web site's computers and stored on your computer's hard drive. Session variables are cookies that are removed from your computer when you close your browser.

Each web site can send its own cookie to your browser if your browser's preferences allow it, but (to protect your privacy) your browser only permits a web site to access the cookies it has already sent to you, not the cookies sent to you by other sites.

Conduent uses both cookies and session variables for a number of purposes, including to:

- Access your information when you log in, so that we can provide you with customized content.
- Keep track of your course progress.
- Require you to re-enter your password after a certain period of time has elapsed to protect you against others accidentally accessing your account and courses.
- Conduct research to improve Conduent content and services.

### **How does Conduent utilize IP addresses?**

Conduent reviews IP addresses for the purposes of system administration and aggregate reporting only. IP addresses are not used to gather personal information of any kind.

### **What else should I know about my privacy?**

Please keep in mind that whenever you voluntarily disclose personal information online -- for example in discussion forums, through email, or in chat areas -- information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return. While we strive to protect your personal information, Conduent cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. In addition, Conduent partners, third-party Internet sites, services accessible through Conduent, or parties to whom we must inform of your participation in sweepstakes, promotions, etc., may have separate privacy and data collection practices, independent of us. Conduent has no responsibility or liability for these independent policies or actions. Users are solely responsible for maintaining the secrecy of passwords and/or any account information. Please be careful and responsible whenever you are online.