

PROFESSIONAL TESTING CORPORATION PRIVACY POLICY

I. PRIVACY POLICY OVERVIEW AND LOCATION

1. Professional Testing Corporation (PTC) is committed to protecting the privacy rights of users, visitors and those on whose behalf it provides services (hereinafter “You” or “Your”) as well as complying with US state and federal and international privacy laws.
2. PTC operates in the United States. Our servers and offices are located in the United States. Your personal information may be transferred, stored or processed but only in the United States.

II. PTC WEBSITES AND LINKED WEBSITES

This Privacy Policy applies only to sites with a ptcny.com domain (hereinafter a “PTC Website”). Third party websites may be accessible by a link on a PTC Website or by a link sent to you by PTC. For example, a PTC Website may contain links to:

1. PTC’s computer-based testing provider Prometric;
2. a certification body whose certification You are applying for;
3. a trade association You are a member of and for whom PTC provides administrative services: or
4. a national association of state licensure boards that sponsors a national licensure examination that You are registering to take.

Each linked website will have its own privacy policy and data collection practices over which PTC has no control and for which PTC maintains no responsibility. Please consult the privacy policy of any site linked to by a PTC Website or in a link sent to You by PTC to ensure that You understand that website’s terms, conditions and privacy policies prior to entering Your personal information on the website.

III. CHILDREN AND MINORS

The content of this and all PTC Websites and the services provided by PTC are not directed towards anyone under the age of 16. If You are under the age of 16 You will need consent from a parent or guardian before you can create an account or provide any personal information to PTC.

IV. WHY AND HOW INFORMATION IS COLLECTED

PTC collects Your personal information to deliver contractual services to our clients. PTC may use online forms, surveys, or other tools to collect personal information. Your personal information may also be collected from You by PTC in hard copy or by fax.

By way of example:

1. PTC collects personal data to determine Your eligibility for professional certification examinations as contracted by its clients.
2. PTC collects personal data to determine Your eligibility for professional licensure examinations as contracted by its clients.
3. PTC collects personal data to in connection with Your membership or continued membership in its trade association clients.

Data is collected on secure forms hosted on PTC Websites or submitted by You to PTC directly by via mail, fax, or email.

V. INFORMATION THAT PTC COLLECTS

(a) Personal Information

In delivering services to its clients, PTC may collect the following personal information either from You or on Your behalf from a third party or a PTC client:

1. name;
2. address;
3. phone number;
4. email address;
5. photograph;
6. date of birth;
7. demographic information;
8. academic and employment information and history;
9. certification or licensure history;
10. continuing education credits; and
11. examination scores and other examination reports.

PTC may use Your email address to send You application and payment receipts, test authorization notices, recertification reminders, examination score reports and the like.

(b) Payment Information

PTC processes online payment through third party providers (PayPal and Authorize.net). We do not collect or store credit card or billing information on our servers.

(c) PTC Website Visitor Data

When someone visits a PTC Website, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behavior patterns. PTC does this to find out things such as the number of visitors to its websites and the pages of the site visited. This information is only processed in such a way that the visitor remains anonymous. We do not make, and do not allow Google to make, any attempt to find out the identities of visitors to a PTC Website or a page thereof.

(d) Cookies

PTC does not store any personal information on browser cookies and we do not access any cookies stored on Your computer. We may use cookies to save Your preferences and username.

VI. INFORMATION USE

(a) Third Parties

Personal information is not shared with any third party other than to deliver the services that You have requested. PTC does not sell any personal information that it collects.

Examples of third parties with which PTC may share personal information in providing services:

1. PTC's computer-based testing provider Prometric;
2. a certification body whose certification You are applying for;
3. a trade association You are a member of and for whom PTC provides administrative services;
4. a national association of state licensure boards that sponsors a national licensure examination that You are registering to take;
5. payment processing vendors (PayPal and Authorize.net).

(b) Compliance with laws and public safety

PTC may provide your personal or certification information to comply with local, state, EU, UK, international, or federal laws, or to protect the safety of public.

VII. ADDITIONAL USER RIGHTS PROVIDED UNDER EUROPEAN UNION AND UNITED KINGDOM DATA PRIVACY LAWS

PTC operates in the United States. Our servers and offices are located in the United States. Your information may be transferred, stored, or processed but only in the United States. For users residing in European Union (the “EU”) or the United Kingdom (the “UK”) PTC adheres to the applicable EU and UK data privacy and protection laws for personal information, including the EU General Data Protection Regulation (GDPR) and the UK Data Protection Act (DPA) collected in connection with the delivery services.

(a) Personal information data retention

Your personal information will be retained for or as long as required:

- (i) to fulfill the purposes for which the information was collected;
- (ii) in order to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations; and/or
- (iii) as required by other applicable laws or regulatory requirements.

Certain personal information, e.g., score reports, may be retained in perpetuity.

(b) Right to access, copy and correct personal information

You have the right to see all personal information that PTC maintains on You and to have a copy of such information. You also have the right to make corrections to Your personal information maintained by PTC. Any request to access, copy or correct personal information should be made to the PTC Privacy Officer as set forth in the Contact section of this Privacy Policy.

(c) Right to delete personal data

Unless prohibited by law, you may request to have Your personal information deleted from PTC’s systems and files. By requesting such deletion, You are agreeing that PTC will no longer maintain any archival data on Your behalf and as such will not be able to verify or reconstruct missing or lost data. For example, if you request to have Your score results deleted from PTC’s files, PTC will no longer be able to verify Your scores. Any request to delete personal information should be made to the PTC Privacy Officer as set forth in the Contact section of this Privacy Policy.

(d) Right to opt-out

You have the right to opt-out of the collection of personal information at any time. In doing so, however, PTC may not be able to provide or complete the services that You request.

(e) Right to restrict the use of personal information

You have to the right to restrict the use of Your personal information at any time. In doing so, however, PTC may not be able to provide or complete the services that You request. Any request to restrict the use of personal information should be made to the PTC Privacy Officer as set forth in the Contact section of this Privacy Policy.

(f) Right to object to the further processing of personal information

You have to the right to object to the further processing of Your personal information at any time. In doing so, however, PTC may not be able to provide or complete the services that You request. Any request to restrict the further processing of personal information should be made to the PTC Privacy Officer as set forth in the Contact section of this Privacy Policy.

VIII. SHARING OF DATA WITH THIRD PARTIES

In the delivery of services, PTC may share your personal information with third parties. Where such entities act as data processors, we will ensure that there is an appropriate agreement in place. Where such entities act as data controllers, they will be under an obligation to process your personal data in accordance with applicable privacy laws such as the GDPR or DPA.

(g) Notice of security breach

If a security breach causes unauthorized intrusion which results in unauthorized access to your personal information PTC will notify You as soon as possible and advise You of all corrective actions taken in response.

IX. SECURITY

PTC uses reasonable precautions to protect personal information from unauthorized use, access, disclosure, alteration or destruction. These precautions include appropriate physical, electronic and managerial procedures. PTC is dedicated to providing a high level of privacy protection for all of the personal information that it collects. PTC Websites have security measures in place to prevent data loss and alteration of personal information during the transmission from Your computer to our servers, but we make no assurances about our ability to prevent any such loss or misuse. Unfortunately, data transmission through the internet or e-mail is not completely secure, the security of information exchanged over the internet is not guaranteed and PTC does not warrant, guarantee or make any representations regarding the security of any personal information transmitted. Our credit card processing vendors (PayPal and Authorize.net) use security measures to protect your information both during the transaction and after it is complete. Our website accounts require a username and password or

PIN code to log in and access Your personal information. You must keep your username and password secure, and never disclose it to a third party.

X. CONSENT

By accessing PTC Websites, submitting Your personal information to PTC whether in electronic form or hard copy and using the services of PTC, You consent to the use of Your personal information by PTC as set forth in this Privacy Policy.

XI. UPDATES

PTC reserves the right to modify this Privacy Policy any time without notice.

XII. PRIVACY OFFICER CONTACT

Anyone with questions about PTC's Privacy Policy should contact the PTC Privacy Officer at 212-356-0660 or by email at: ptcny@ptcny.com.

PTC can also be contacted by mail at:

Professional Testing Corporation
Attn: Privacy Officer
1350 Broadway, Suite 800
New York, NY 10018

Residents of the EU may also contact a Supervisory Authority in the EU member state of your usual residence or place of work or of the place of any alleged breach of data protection legislation. Residents of the UK can contact the UK Information Commissioner's Office (ICO).

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Updated: 10/01/2024

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