

## TestGenius Privacy Policy

TestGenius is part of Biddle Consulting Group. This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

### Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Privacy policies of other websites
- Data Breach Policy
- Changes to our privacy policy
- How to contact us

### Biddle Consulting Group collects the following data:

Personal identification information (First Name, Last Name and Email Address)

As well, we collect the data from the tests assigned to you, and the scores from those tests.

### How do we collect your data?

You, or the organization that requires you to test, directly provide TestGenius with most of the data we collect. We collect data and process data when organizations register you for a test or test battery, you self-register for a test or test battery, or you take a test.

### How will we use your data?

Biddle Consulting Group collects your data so that we can email TestGenius testing links or proctored testing appointments to you with the appropriate tests as assigned by a client organization, as well as your responses, answers, and scores for those tests.

### How do we store your data?

Biddle Consulting Group securely stores your data at Google Cloud Services, our host, in Moncks Corner, South Carolina, USA. All data is submitted via secure post and is encrypted in transit and at rest. If your test is automatically proctored using Test Maverick, either human or by AI, your test proctoring session (video recording from webcam and screen capture of test session) will be securely stored on Amazon Web Services for 90 days and then will be automatically deleted.

Biddle Consulting Group will keep your first name, last name, email address, test responses and test scores for a minimum of ten years, unless the client organization specifically requests that the data be deleted.

### Marketing

Biddle Consulting Group will never use your contact information for marketing purposes. Your contact

information will be used solely for testing, invitations for testing, and support while testing in the event that a technical issue occurs.

#### What are your data protection rights?

Biddle Consulting Group would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Biddle Consulting Group for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Biddle Consulting Group correct any information you believe is inaccurate. You also have the right to request Biddle Consulting Group to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Biddle Consulting Group erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Biddle Consulting Group restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Biddle Consulting Group transfer the data that we have collected to another organization, or directly to you, under certain conditions.

NOTE: Test responses and scores are the property of the client organization and not the property of the individual. The "data" mentioned above applies to the personal data. That said, many jurisdictions require that data used for employee selection be maintained for audit. As such, organizations may not agree to allow certain erasure to occur.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us:

Email us at: [support@biddle.com](mailto:support@biddle.com)

Call us: 916-294-4250

Or write to us at: Biddle Consulting Group, Inc., 606 Sutter Street, Folsom, CA 95630, USA

#### Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

#### How do we use cookies?

Biddle Consulting Group uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in

- Understanding how you use our website

#### What types of cookies do we use?

There are several different types of cookies, however, our website uses:

Session Cookies, Persistent Cookies, Third-Party Cookies

Functionality – Biddle Consulting Group uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

Advertising – Biddle Consulting Group uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Biddle Consulting Group never shares any aspects of this data with third parties.

#### How to manage cookies

You can set your browser not to accept cookies, and the [allaboutcookies.org](http://allaboutcookies.org) website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### Privacy policies of other websites

The Biddle Consulting Group website contains links to other websites. Our privacy policy applies *only to our website*, so if you click on a link to another website, you should read their privacy policy.

#### Data breach policy

BCG shall notify Client within twenty-four (24) hours of any breach of security (whether physical, data, or network) that results in the unauthorized access to client data.

#### Changes to our privacy policy

Biddle Consulting Group keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 31 July 2024.

#### How to contact us

If you have any questions about Biddle Consulting Group's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [support@biddle.com](mailto:support@biddle.com)

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