

## **SABIS® Master Privacy Policy**

The SABIS<sup>®</sup> Master Privacy Policy articulates the privacy and data protection principles followed by SABIS<sup>®</sup>, its affiliates, subsidiaries, and network schools around the world with regard to the personal information of its customers, including product, outsourcing and other services clients, partners, employees, former employees, and applicants. These principles support the highest privacy standards in international trade and commerce and human resource management.

Our privacy policies reflect current global principles and standards on handling personal information. These principles include notice of data use, choice of data use, data access, data integrity, security, onward transfer, and enforcement/oversight. We abide by the privacy laws in the countries where we do business.

### **Policy Overview**

SABIS<sup>®</sup> ("We") are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we treat it.

### What information do we collect?

We may collect and process the following data about you:

- Information that you provide by filling in forms on sabis.net. This includes information provided in subscribing to newsletters or submitting general inquiries. We may also ask you for information when you report a problem with our site.
- If you contact us, we may keep a record of that correspondence.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data.

#### Information we collect automatically

This website uses Google Analytics Google utilizes the data collected to track and examine the use of sabis.net to prepare reports on its activities and share them with other Google services. Google may use the data collected to contextualize and personalize the ads of its own advertising network.

Personal data collected: Cookie and Usage Data. Place of processing: USA. Find Google's privacy policy on the following link: <a href="http://www.google.com/intl/en/policies/privacy/">http://www.google.com/intl/en/policies/privacy/</a>



## What do we use the information for?

Any of the information we collect from you may be used in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information, products, or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

### How do we protect your information?

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

The transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

## Do we disclose any information to outside parties?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.

### Your Consent

By using our site, you consent to our privacy policy.

## **Changes to Our Privacy Policy**

Any changes we may make to our privacy policy in the future will be posted on this page. When appropriate, you will be notified by E-mail.



# **Contacting Us**

If you have any questions or comments about Privacy on this website, please contact us by:

- 1. Utilizing the "Contact Us" feature on this website
- 2. Emailing us at: info@sabis.net
- 3. Writing us at:

SABIS <sup>®</sup> Educational Services	SABIS <sup>®</sup> Educational Systems, INC.
P.O. Box 811	6385 Beach Road
Jounieh	Eden Prairie, MN 55344
LEBANON	USA