

Privacy Policy

VIPdesk Connect ("VIPdesk") appreciates your interest in this Website and other related or linked VIPdesk sites (Site). VIPdesk Connect is committed to protecting your privacy and earning your trust. This following Policy provides you with information about we manage your personal information. By using this website, you consent to the policies and practices described in this Policy. This Privacy Policy applies to visitors to VIPdesk Connect's websites (the "Sites") including our Employment Recruiting Portal. This Privacy Policy does not cover links to third-party websites.

Personal Information

Personal information is data that can be used to identify or contact a single person. There are several opportunities on our website for you to provide us with personal information about you such as name, mailing address, phone, and e-mail address.

Non-Personal Information

Sometimes, we may collect non-personal information about you that is anonymous data. The information we receive is for VIPdesk's use only and is not disclosed to any other party except in aggregate form. Examples of this information include the length and time of your visit, the pages you looked at on our site, the type of Internet Browser you have, and the site you visited just before coming to ours. We use this information to develop ideas for improving our site and to measure site activity. Aggregated data is considered non-personal information for the purposes of this Privacy Policy. If we do combine non-personal information with personal information the combined information will be treated as personal information for as long as it remains combined.

Sensitive Information

VIPdesk does not seek any sensitive information from visitors to our Site, unless legally required to do so, for example, in connection with recruiting or hiring. Sensitive information includes a number of types of data relating to: race or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record. We suggest that you do not provide sensitive information of this nature.

Information from Children

This website is not directed to children under the age of eighteen. VIPdesk does not knowingly collect personal information from children who have not attained the age of 18 years through Site. If a child has provided us with personal information without the consent of a parent or guardian, a parent or guardian should contact us at the address below if they would like us to delete this information from our files.

VIPdesk Connect
908 King Street
Suite 400W
Alexandria, VA 22314

Dissemination of Information to Third Parties

VIPdesk does not sell, rent, or distribute or disclose your Personal Information to third parties for purposes of allowing them to market their products and services to you. We may share your personal information for what we feel are legitimate business, legal, or compliance purposes. These service providers are restricted from using or disclosing the information except as necessary to perform services on our behalf or to comply with legal requirements. For example, we may share personal information with third parties, such as service providers who perform functions on our behalf, including hosting our Web servers, analyzing data, handling

additional employment screening or application services. These third parties will have access to your personal information as we deem necessary to perform their functions.

We may also share personal information with third parties to prevent or detect fraud, comply with the law, comply with requests by law enforcement or regulatory agencies, enforce our Terms and Conditions, protect the rights, property, or safety of the Site, visitors to the Site and others, or in connection with a sale of all or a portion of our business.

We reserve the right to transfer any information we have about you in the event of a reorganization, merger, or sale. We may then transfer any and all personal information we collect to the relevant third party. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided through this web site in a manner that is consistent with this Privacy Policy.

Cookies and Other Technologies

A cookie is a piece of data stored on your hard drive containing information about you. VIPdesk uses cookies in order to identify a user session. VIPdesk also uses analytical cookies. These allow us to recognize and count the number of visitors on our website and to see how visitors move around the site when they are using it. This helps us make sure sites are meeting users' needs and to find out how we could improve. The analytical cookies do not capture any personally identifiable information. Most browsers are initially set up to accept cookies; however, you can choose to delete a cookie file at any time. You can also block this information from your computer if you desire. Please refer to the Help section in your browser or computer user manual for instructions.

VIPdesk treats information collected by cookies as non-personal information. However, to the extent that Internet Protocol (IP) addresses or similar identifiers are considered personal information by local law, we also treat these identifiers as personal information.

We also gather some information automatically and store it in log files. This information includes Internet Protocol (IP) addresses, browser type and language, Internet service provider (ISP), referring and exit websites and applications, operating system, date/time stamp, and clickstream data.

We use this information improve our Site—to understand and analyze trends, to administer the site, to learn about user behavior on the site, to make improvements.

Site Links

VIPdesk may establish relationships with reputable business partners that allow visitors to our site to link directly to sites operated by these partners. We choose our business partners carefully. However, VIPdesk is not responsible for the content or privacy practices of third party websites that may be linked to this site. These links are meant for the user's convenience only and do not constitute sponsorship, endorsement or approval by VIPdesk of the content, policies, or practices of such sites nor any products or services which may be offered through that site. Once you have left the VIPdesk site via such a link, you should check the applicable privacy policy of the third party site.

Personal Information, Privacy and Applying for Employment at VIPdesk Connect

The information we collect at the Sites allows you to search for jobs with VIPdesk Connect, submit your resume online, update your career or contact information, and receive notifications and updates via e-mail. "Personal data" includes information that will allow someone to identify or contact you, including, for example, your full name, address, telephone number (professional, mobile, or home), or email address. Personal data does not include aggregated data or data that, by itself, does not permit the identification of individual persons, such as statistics on the number of people visiting the VIPdesk website each month.

You provide certain personal data to VIPdesk when, for example, you: sign up for our Job Alert service, create an account on our Employment Recruiting Portal and applied for a job. You may also provide information to us when you choose to email.

We collect information from some or all of the following sources. We've provided a few examples for each source, but not all may apply to you.

- Registration Information: We require certain personal information from you to activate and maintain an account with us to access certain Website features such as applying for a position. It may include your e-mail address and a password.
- Response Information: This is information you provide to us in response to questions about your background and career, including your resume.
- Job Alerts – When you register to receive update regarding new openings, we ask for your name, partial address, and email address so we can send you the relevant alerts.
- Website Information: This information is unique to Internet transactions. Your computer sends it when you visit one of our websites. See “Cookies and Other Technologies” for further information.

You can correct or update your account information, profile and resume at any time.

Our Companywide Commitment to Your Privacy

To make sure your personal information is secure, we communicate our privacy and security guidelines to VIPdesk employees and strictly enforce privacy safeguards within the company. VIPdesk has implemented policies that forbid its employees from using or disclosing personal data in an inappropriate or unlawful manner and maintains security measures to safeguard the personal data that it maintains from unauthorized access, misuse, alteration, loss or destruction.

Changes to this Statement

VIPdesk reserves the right to change this Policy at any time by notifying users through its website of the existence of a new privacy statement.

Contacting VIPdesk about the content of this Privacy Statement

If you have any questions about the content of this Privacy Statement, please contact VIPdesk at the following address:

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Suite 400W
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