



Privacy Policy Statement

My Career Transformation, Inc. (MCT) is very aware of our customer's needs for security and privacy. To that end the following document describes how we control you and your organization's private information. In our privacy policy statement:

What personally identifiable information MCT collects.

1. What personally identifiable information third parties collect through the website?
2. What organization collects the information?
3. How MCT uses the information.
4. With whom MCT may share user information.
5. What choices are available to users regarding collection, use and distribution of the information?
6. How users can correct any inaccuracies in the information.

Please read the following document carefully, and if you have questions or concerns regarding this statement, you should first contact info@mycareertransformation.com.

1. Information Collection

The MCT is the sole owner of the information collected on mycareertransformation.com. The MCT collects information from our users at several different points on our Website.

- Registration
In order to use this Web site, a user must first complete the registration form. During registration a user is required to give contact information (such as name and email address). We use this information to contact the user about services on our site for which he has expressed interest. It is optional for the user to provide demographic and profile information, but it is encouraged so we can provide a more personalized experience on our site.
- User and Group Information
Once a user or organization completes registration, he, she, or it is considered a member of the website and MCT community at large. Other members of the MCT may view information you provide about yourself and your organization. This information includes such items as Email Address and other information you provide. At any time you may opt out of allowing other users to view this information. By removing the information from the system, other users will not be able to see it. The MCT does not store this information after you remove it - in order to enable it again you must re-enter the information. Organization pages include basic demographic information about type of institution, location, mailing address, contact phone number, and contact person. Organization can opt out of some of these pieces of information (contact phone number, contact person) by not providing the information.
- Vendors
Vendor Partners are never given access to user pages, but are able to view organization pages.
- Forum Community
During your use of this Website, you may wish to participate in our Forum Community by asking questions or responding to other users' questions. Any information you provide within this area may be viewed by other members of the MCT community. When these items are displayed for others to see, MCT website will display your name, your message, your signature file, your organization's name and their logo.

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- Resources and Technical Library
During your use of this Web site, you may wish to participate in our Technical Library by downloading or providing files for other users. Any information you provide within this area may be viewed by other members of the MCT. It is encouraged that you never provide any sensitive or private information in this area. MCT Website Vendor Partners are never allowed to view client files, or other Vendor files. Vendor partners may only see files that their organization has added.
- News and Community Network
During your use of this Website, you may wish to participate in our News and Community Network by providing news and information relating to the IT industry. Any information you provide within this area may be viewed by other members of the MCT. It is encouraged that you never provide any sensitive or private information in this area. When these items are displayed for others to see, the MCT website will display your organization's name and their logo.

2. Information Use

- Profile
We store information that we collect through cookies, and log files and users to create a profile of our users. A profile is stored information that we keep on individual users that details their viewing preferences. Consequently, collected information is tied to the user's personally identifiable information to provide offers and improve the content of the site for the user. This profile is used to tailor a user's visit to our Web site. Your profile will only be shared as part of an aggregate form with no personal or identifiable information.
- Cookies
A cookie is a piece of data stored on the user's computer tied to information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. We only use session ID cookies. For the session ID cookie, once users close the browser, the cookie simply terminates.
- Log Files
Like most standard Website servers we use log files. This includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track user's movement in the aggregate, and gather broad demographic information for aggregate use. IP addresses, etc. are not linked to personally identifiable information, and are never given to third parties. Aggregate information may be used by the MCT in order to provide vendor partners with more detailed information on our clients' usage, and for the MCT to enhance our services.

3. Communications from the Site

- Information from Emails
We collect information from emails and media campaigns. We may collect usage information such as whether an email is opened or read and use the information to improve communications or marketing. You as a user have a right to opt out of receiving these emails, and may do so by updating your profile online Alternately, you may send an email to info@mycareertransformation.com.

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- Special Offers and Updates
We send all new members a welcoming email to verify password and username. Established members will occasionally receive information from the MCT and a newsletter.
- Service Announcements
On rare occasions it is necessary to send out a strictly service related announcement. For instance, if our service is temporarily suspended for maintenance we might send users an email. Generally, users may not opt-out of these communications, though they can deactivate their account. However, these communications are not promotional in nature.
- Customer Service
We communicate with users on a regular basis to provide requested services and in regards to issues relating to their account we reply via email or phone, in accordance with the users wishes.

4. Sharing

- Legal Disclaimer
Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our Website.
- Aggregate Information (non-personally identifiable)
We share aggregated demographic information with our partners. This is not linked to any personally identifiable information.
- Third Party Intermediaries
We use an outside shipping company to ship orders. These companies do not retain, share, store or use personally identifiable information for any secondary purposes.
- Links
This Website contains links to other sites. Please be aware that we, the MCT, are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by this Website.

5. Information Collecting Technologies

When you use or interact with our Services, MCT and third parties may use a variety of technologies that collect information automatically, including cookies, web beacons, flash cookies, and logging. It is important to understand cookies and web beacons:

- Cookies. We think it is important that you understand types of cookies. A cookie is a small text file that is sent to your browser when you access a website, including the Sites. We and the third parties described below may use session cookies. A session cookie is available only during the course of the browser session; the information is not sent to or stored on a computer's hard drive. Closing the browser or logging off will invalidate the session cookie. We and the third

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parties described below may also use machine cookies, which do remain on a computer hard drive and gather information, sometimes over time and across sites.

- Web Beacons. “Web beacons” or “tracking pixels” are electronic images, tags, or scripts that allow a website to access cookies and among other things, help track general usage patterns of visitors to a website. Web beacons can recognize certain types of information, such as cookies, time and date of a page view, and a description of the page where the web beacon is placed. We and the third parties may use web beacons to compile information regarding your use of the Services.

6. External Websites

- Third Party Links. Our Services may contain links to websites operated and maintained by third parties. We have no control over and are not responsible for the privacy policies or content on those websites, and any links to third party websites do not imply an affiliation between MCT and the website owner, or any endorsement, approval or verification of any content contained on those websites. Privacy policies on third party websites may be different from our Policy. You access such links at your own risk. You should always read the privacy policy of a website before disclosing any of your information.
- Links to Our Social Media Websites. If you use a functionality on the Services allowing you to send content to MCT or another user, through the use of social media platforms such as Facebook®, Twitter® and LinkedIn®, then please be aware that: (a) we may display your email address and/or social media handle (e.g. username) to the other users; (b) we may use information you provide about other users to facilitate the communication and/or; (c) we may collect information about you and other user(s) as otherwise set forth in this Policy. We may also interact with you via social media platforms. Please note that any content you post to social media platforms is subject to the specific social media platform’s terms of use and privacy policy.

7. Do Not Track

The Sites do not respond to “do not track” requests. All traffic is treated as equal and processed the same. If you desire to have your browsing be private, we suggest that you use your web browser’s private or incognito function, or similar options.

8. Security

This Website takes every precaution to protect our users' information. When users submit sensitive information via the Website, their information is protected both online and off-line.

Should you ever be need to provide sensitive information (such as a credit card number and/or social security number), that information is encrypted and is protected with the best encryption software in the industry - SSL. While on a secure page, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to un-locked, or open, when users are just "surfing". While we currently do not collect any of this type of information, it is possible we will provide services requiring this need in the future.

While we use SSL encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a

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specific job (for example, our billing clerk or a customer service representative) are granted access to personally identifiable information. Furthermore, ALL employees are kept up-to-date on our security and privacy practices. Every quarter, as well as any time new policies are added, our employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure our users' information is protected. Finally, the servers that store personally identifiable information are in a secure environment,.

If users have any questions about the security at our Website, users can send an email to info@mycareertransformation.com

9. Correcting/Updating/Deleting/Deactivating Personal Information

If a user's personally identifiable information changes (such as zip code, phone, email or postal address), or if a user no longer desires our service, we provide a way to correct, update or delete/deactivate users' personally identifiable information. This can usually be done at the on your profile or by emailing our Customer Support at info@mycareertransformation.com. Or, contact us via contact information listed below.

10. Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected.

If, however, we are going to use users' personally identifiable information in a manner different from that stated at the time of collection we will notify users via email. Users will have a choice as to whether or not we use their information in this different manner. However, if users have opted out of all communication with the site, or deleted/deactivated their account, then they will not be contacted, nor will their personal information be used in this new manner. In addition, if we make any material changes in our privacy practices that do not affect user information already stored in our database, we will post a prominent notice on our Website notifying users of the change. In some cases where we post a notice we will also email users, who have opted to receive communications from us, notifying them of the changes in our privacy practices.

11. Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at:
Email: info@mycareertransformation.com

Revised and Adopted January 15, 2020.