



# Privacy Policy

 INFORMATION SECURITY

 IT-SECURITY

 DATA PROTECTION

 ETHICAL HACKING

 SECURE SOFTWARE

 BUSINESS CONTINUITY

 CRISIS MANAGEMENT

Version 2019-1

## SECO-INSTITUTE PRIVACY POLICY

The Security & Continuity Institute (SECO-Institute) has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our information gathering and dissemination practices for SECO-Institute and the [www.seco-institute.org](http://www.seco-institute.org)

SECO-Institute reserves the right to change this policy at any time by notifying users of the existence of a new privacy statement.

### Collection of Data

SECO-Institute does not collect personal data about individuals except when such individuals specifically provide such information on a voluntary basis. Users should also be aware that non-personal information and data may be automatically collected through the standard operation of SECO-Institute Internet servers or through the use of 'cookies.'

Examples of the information collected about your usage include: the top viewed and visited pages and links on our web site, top entry and exit points, number of form completions, time spent on pages, top downloads, top keywords used offsite to lead customers to our website, your internet protocol (IP) address, information collected via cookies, device event information such as system activity, crashes, hardware settings, browser type, etc.

In certain circumstances (for instance in our Examination Registration Form or Title Claim Form), we may ask you to provide information regarding your identity and work experience. We appreciate that you may consider this information to be particularly sensitive, and you can rest assured that we will keep such information in the strictest confidence and use it only for the limited purposes for which it was collected.

### Purpose of Processing

The personal data collected is used by SECO-Institute, and third parties acting on its behalf for customer administration and marketing related purposes including, to process applications received by SECO-Institute, to provide resources to and manage SECO-Institute relationship with existing members, to process and respond to queries received from the public and to send marketing communications on SECO-Institute's behalf and on behalf of other selected vendors.

As SECO-Institute is an organization based in the Netherlands your personal data will be collected and processed in the Netherlands by SECO-Institute and her exam partners Cirrus. Selected third parties (Credly, Remote Proctor) will collect and process your personal data in the United States when you do an online exam. If you do not wish your personal data to be handled in this way, please inform us using the contact details below.

### Your Rights

SECO-Institute is a certification organization and maintains information on those who possess its certifications or have expressed an interest in them. If you would like to see the information SECO-Institute retains about you, please write to [info@seco-institute.org](mailto:info@seco-institute.org).

For those who do not maintain their certification, SECO-Institute retains certification records for a maximum of five (5) years following decertification, after which all records regarding a particular member are destroyed. However, for those who are decertified by the organization for violation of the SECO-Institute Code of Ethics, fraudulently misrepresenting their education, experience or

background, caught cheating on any SECO-Institute exam, or otherwise permanently barred from ever holding an SECO-Institute certification, SECO-Institute permanently retains the name, address, appropriate identifying information and reason for the permanent ban from certification. SECO-Institute expressly reserves the right to review its retention policy on a case-by-case basis.

In those cases when you want SECO-Institute to provide a copy of the information held on you, SECO-Institute request a written request. Additionally and upon your written request, SECO-Institute will update/correct personal information previously submitted which you believe to be inaccurate.

Requests may be sent to:

*SECO-Institute BV  
De Bleek 11  
3447 GV Amsterdam  
The Netherlands*

### **Opt-Out**


SECO-Institute is a community organization and, as such, must maintain contact information about his professionals to communicate relational or transactional information. SECO-Institute also sends promotional material promoting its conferences, training opportunities, or other offerings. From time to time, SECO-Institute collaborates with other organizations and companies to promote other programs that may be of interest to professionals and SECO-Institute constituents. In such cases, SECO-Institute does not provide these organizations with any mailing information or otherwise disclose any contact information but distributes the organization's information on their behalf to those who have elected to receive such information. We will always obtain your prior "opt-in" before sending you marketing communications. If, at any time, you do not wish to receive marketing material, every marketing e-mail will include an opt-out link at the bottom. Be aware that if you possess any SECO-Institute certification, you may not opt-out of any SECO-Institute relational or transactional notice.

### **Third Parties**

Occasionally, SECO-Institute out sources administration and other SECO-Institute functions to contractors. In such cases, SECO-Institute may provide these third parties with contact information for the sole purpose of performing SECO-Institute sanctioned tasks under the supervision of SECO-Institute employees. These contractual relationships specifically address the manner in which they may use contact information and that they may not copy or disseminate that information or use it for any purpose other than that specified in the contract. Additionally, upon termination of the contract, they must return all information to SECO-Institute and destroy any copies that they might possess.

### **SECO-Institute Certification Verification**

As an organization that certifies individuals in information security, SECO-Institute is frequently requested to verify whether an individual's assertion that they possess our certification is accurate. It is an implied duty that SECO-Institute identify and attest to the certified status of those individuals who do possess our certification. As such, SECO-Institute will verify whether an individual is certified by SECO-Institute or not upon receiving sufficient identifying information regarding the subject of the inquiry. SECO-Institute can also provide a verification process on its public website which lists members based on last name. This listing provides the name,



city/state/country, and certification title held by the member. However, under no circumstances is any contact or other information disclosed.

### **Lists for Employers**

Periodically, SECO-Institute is asked by an employer to identify those employed by their organization who hold SECO-Institute credentials. To that end, we provide names of those SECO-Institute members who list the requester as their employer. No information, other than name, is revealed, and it is provided only to the employer upon written request. If you are an SECO-Institute member and do not wish to be identified as such to your employer, do not list your employer in your contact information, as this is the information used to identify you for inclusion to such a list.

### **Contact Us**

**If you have any comments on this Privacy Policy or wish to contact SECO-Institute:**

1. You can send an email to [info@seco-institute.org](mailto:info@seco-institute.org)