

# **Privacy Statement**

Last Edited July 2008

## **The Transcom WorldWide Privacy Mission**

Generally, Transcom WorldWide only collects identifiable information that is specifically and voluntarily provided by a visitor to our site. A visitor to our site may choose to provide this information to register for certain areas of the site or apply for a job. When a visitor provides this type of identifiable information to us, we use it solely for the purposes for which it was provided. Our policy is not to share personally identifiable information with third parties, unless required by law, or unless explicitly requested by a visitor. We recognise that your information is valuable and we take all reasonable measures to protect your information while it is in our care. We use small text files called cookies to improve the overall site experience, however, these are not used to track individual visitors to our site. The use of cookies is now standard operating procedure for most Web sites, however if you are uncomfortable with the use of cookies, most browsers now permit users to opt-out of receiving them. This policy states our commitment to creating a safe and enjoyable online experience for visitors to our site.

## **Internet Privacy Policy**

Personal data collected by Transcom WorldWide may be transferred to other individual Transcom WorldWide' firms, which are member firms of the worldwide Transcom WorldWide organisation, where it is necessary to meet the purpose for which the visitor has submitted the information. By submitting data on Transcom WorldWide's Web site, the visitor is providing explicit consent to transborder transmission of data collected on the Web site for the fulfilment of their voluntary requests.

## **Data Collection**

We collect only personally identifiable information that is specifically and voluntarily provided by visitors to Transcom WorldWide' Web site. Transcom WorldWide receives limited identifiable information, such as name, Title, company address, email address, and telephone numbers, from Web site visitors. Typically, identifying information is collected to:

- Register for certain areas of the site
- Inquire for further information

Demographic information, including gender and occupation, is not actively sought, but may be submitted when a visitor responds to an online job application. It is Transcom WorldWide' policy to limit the information collected to only the minimum information required to complete a visitor's request. In any instance where non-mandatory information is sought, the Web site visitor will be notified of this at the point of collection.

Visitors are also able to send email through the site. Their messages will contain the user's screen name and email address, as well as any additional information the user may wish to include in the message. Because we use the Web site as a recruiting tool, a visit to the Web site may also result in the user sending a resume to an individual within Transcom WorldWide.

Transcom WorldWide intention is not to seek any sensitive information through our Web site unless legally required for recruiting purposes. 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. If you do wish to provide sensitive information for any reason, Transcom WorldWide accepts your explicit consent to use that information in the ways described in this privacy statement or as described at the point where you choose to disclose this information.

## **Use of Data**

A user may choose to provide personal information in the following examples:

- Submit resumes or work history information
- Contact us for further information

Information attained by the site is used only for the intended purpose stated at the time that the information is collected. This data is not shared with other entities in the Firm for secondary or unrelated purposes, or shared with a third party, unless otherwise disclosed at the point of collection. If there is an instance where such information may be shared, the visitor will be asked for permission beforehand.

Transcom WorldWide makes every practical effort to avoid excessive or irrelevant collection of data. If a visitor believes the site has collected excessive information, we encourage the visitor to contact us at [transcominfo@transcom.com](mailto:transcominfo@transcom.com) to raise any concerns.

TransWorldWide will not use personal data collected from our Web sites to facilitate unsolicited marketing activities.

## **Cookies and Log Files**

Cookies may be used on some pages of our site. "Cookies" are small text files placed on your hard drive that assist us in providing a more customised Web site experience. For example, a cookie can be used to store registration information in an area of the site so that a user does not need to re-enter it on subsequent visits to that area. It is Transcom WorldWide' policy to use cookies to make navigation of our Web sites easier for visitors and to facilitate efficient registration procedures.

If you are concerned about cookies, most browsers permit individuals to decline cookies. In most cases, a visitor may refuse a cookie and still fully navigate our Web sites.

In order to properly manage our Web site we may anonymously log information on our operational systems, and identify categories of visitors by items such as domains and browser types. These statistics are reported in the aggregate to our webmasters. This is to ensure that our Web site presents the best web experience for visitors and is an effective information resource.

## **Third Parties**

It is Transcom WorldWide' policy only to disclose information to third parties under the following circumstances:

- as required by law through subpoena, search warrant or other legal process
- when explicitly requested by a visitor

Transcom WorldWide' policy is to disclose information to third parties upon visitors submitting their requests he order.

Transcom WorldWide' Web sites do not collect or compile personally identifying information for dissemination or sale to outside parties for consumer marketing purposes, or host mailings on behalf of third parties.

## **Third Party Links**

When you link to other Web sites, Transcom WorldWide' privacy practices no longer apply. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

### **Data Retention**

Emails are kept for only the period of time considered reasonable to facilitate the visitor's requests. Resumes are disposed of when they are either no longer under consideration, or are considered dated by our Human Resources departments.

## **Security**

Transcom WorldWide has implemented generally accepted standards of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction. All Transcom WorldWide employees follow a firm wide security policy. Only authorised Transcom WorldWide personnel are provided access to personally identifiable information and these employees have agreed to ensure confidentiality of this information. This policy is also required for any fulfilment agents of our firm.

## **Children**

Transcom WorldWide understands the importance of protecting children's privacy especially in an online environment. The Transcom WorldWide' sites covered by this privacy statement are not intentionally designed for or directed at children 13 years of age or younger. It is Transcom WorldWide' policy never to knowingly collect or maintain information about anyone under the age of 13.

## **Modifications**

Transcom WorldWide reserves the right to modify or amend this Statement at any time. The effective date will be displayed at the beginning of this statement.

## **Sites Covered**

This privacy statement applies to Transcom WorldWide' Web sites located within the transcom.com domains: <http://www.transcom.com>. Currently, other Transcom WorldWide' Web sites are linked to are not covered under this policy. These sites either have their own tailored privacy statement, or will be covered under the global privacy statement at a later date.

## **Contact Us**

Although our privacy statement is limited to the sites listed above, as we roll out our global program, we welcome your inquiries or comments about our privacy statement and any queries or concerns that you may have about any Transcom WorldWide' Web site. You may direct these to us at [transcominfo@transcom.com](mailto:transcominfo@transcom.com).

# **Transcom WorldWide** **Legal Disclaimer**

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## **About Site Provider**

This site is provided by Transcom WorldWide, whose registered address is 177rue de Luxembourg L-8077 Bertrange. For further information on this site, please use the "Contact Us" form.