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## FCL WEBSITE - PRIVACY POLICY

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Your privacy is important to us at FIDIC Credentialing Ltd. (FCL). We have developed a Privacy Policy which covers how we collect, use, disclose, transfer, and store your information. Please take a moment to familiarise yourself with our privacy practices and contact us at [fcl@fidic.org](mailto:fcl@fidic.org) if you have any questions.

### Collection and Use of Personal Information

Personal information is data that can be used to uniquely identify a living person.

You may be asked to provide your personal information any time you are in contact with FCL, and other companies within the FIDIC group. We may share your personal information within this grouping and use it in a manner that is consistent with this Privacy Policy. We may also combine it with other information to provide and improve our products, programmes, services, content, and advertising.

Here are some examples of the types of personal information FCL may collect and how we may use it.

### What personal information we collect

- When you purchase a product or service, download a product, register for an event, or participate in an online survey, we may collect a variety of information, including your name, mailing address, phone number, email address, contact preferences, photograph and credit card information.

### How we use your personal information

- The personal information we collect allows us to keep you posted on the latest product announcements and upcoming events of the FCL and other companies within the FIDIC group. It also helps us to improve our services, programmes, content, and advertising. If you do not want to be on our mailing list, you can opt out any time by updating your preferences.
- We also use personal information to help us develop, deliver, and improve our products, programmes, services, content, and advertising.
- From time to time, we may use your personal information to send important notices, such as communications about purchases and changes to our terms, conditions, and policies. This information is very important to your continued interaction with FCL.
- We may also use your personal information for internal purposes such as auditing, data analysis, and research to improve FCL's products, programmes, services, and user/applicant communications.
- If you enter into a sweepstake, contest, or similar promotion we may use the information you provide to administer those events.

### Collection and Use of Non-Personal Information

We also collect non-personal information – data in a form that does not permit direct association with any specific individual. We may collect, use, transfer, and disclose non-personal information for any purpose. The following are some examples of non-personal information that we collect and how we may use it:

- We may collect information such as occupation, language, postcode, zip code, area code, unique device identifier, location, and the time zone where FCL products are used so that we can better understand the applicant/candidate/user behaviour and improve our products, programmes, services, and advertising.
- We also may collect information regarding applicant/candidate/user activities on our website. This information is aggregated and used to help us provide more useful information to Our applicants/candidates/users and to understand which parts of our

website, products, programmes and services are of most interest. 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.

### **Cookies and Other Technologies**

FCL's website, online programmes and services, interactive applications, email messages, and advertisements may use "cookies" and other technologies such as pixel tags and web beacons. These technologies help us better understand user behaviour, tell us which parts of our website people have visited, and facilitate and measure the effectiveness of advertisements and web searches.

We treat information collected by cookies and other technologies 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. Similarly, to the extent that non-personal information is combined with personal information, we treat the combined information as personal information for the purposes of this Privacy Policy.

FCL also uses cookies and other technologies to remember personal information when you use our websites, online services, and applications. Our goal in these cases is to make your experience with FCL more convenient and personal. For example, knowing your country and language helps us provide a customised and more useful experience.

If you want to disable cookies and you're using the Safari or other web browsers, go to Safari preferences or other such browser preferences and then to the Security section to disable cookies. For other browsers, check with your provider to find out how to disable cookies. Please note that certain features of the FCL website will not be available once cookies are disabled.

As is true of most websites, we 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 pages, operating system, date/time stamp and clickstream data.

We use this information to understand and analyse trends, administer the sites, learn about user behaviour on the site, and to gather demographic information about our user base as a whole. FCL may use this information in our marketing and advertising services.

In some of our email messages, we use a "click-through URL" linked to content on the FCL website. When user/applicant click one of these URLs, they pass through a separate web server before arriving at the destination page on our websites. We track this click-through data to help us determine interest in particular topics and measure the effectiveness of our user communications. If you prefer not to be tracked in this way, you should not click text or graphic links in the email messages.

Pixel tags enable us to send email messages in a format which applicants/candidates/users can read, and they tell us whether mail has been opened. We may use this information to reduce or eliminate messages sent to the applicant/candidate/user.

### **Service Providers**

FCL shares personal information with companies who provide services such as information or application processing, extending credit, fulfilling applicant/candidate/user orders, delivering

products and services to you, managing and enhancing applicant/candidate/user data, providing applicant/candidate/user service, assessing your interest in our products, programmes and services, and conducting applicant/candidate/user research or satisfaction surveys. These companies are obligated to protect your information and may be located wherever FIDIC operates.

### **Other parties**

It may be necessary – by law, legal process, litigation, and/or requests from public and governmental authorities within or outside your country of residence for FCL to disclose your personal information. We may also disclose information about you if we determine that for purposes of national security, law enforcement, or other issues of public importance, disclosure is necessary or appropriate.

We may also disclose information about you if we determine that disclosure is reasonably necessary to enforce our terms and conditions or protect our operations or users. Additionally, in the event of a reorganisation, merger, or sale we may transfer any and all personal information we collect to the relevant third party.

### **Protection of Personal Information**

FCL takes precautions — including administrative, technical, and physical measures — to safeguard your personal information against loss, theft, and misuse, as well as against unauthorised access, disclosure, alteration, and destruction.

Our online services use Secure Sockets Layer (SSL) encryption on all web pages where personal information is collected. To make purchases from these services, you must use an SSL-enabled browser such as Safari, Firefox, or Internet Explorer. Doing so protects the confidentiality of your personal information while it is transmitted over the Internet.

### **Third-Party Sites and Services**

FCL websites, products, applications, programmes and services may contain links to third-party websites, products, and services. Our products, programmes and services may also use or offer products or services from third parties. Information collected by third parties, which may include such things as location data or contact details, is governed by their privacy practices. We encourage you to learn about the privacy practices of those third parties.

### **Privacy Questions**

If you have any questions or concerns about FCL's Privacy Policy or data processing, please contact us at [fcl@fidic.org](mailto:fcl@fidic.org).

FCL may update its Privacy Policy from time to time. When we change the policy in a material way, a notice will be posted on our website along with the updated Privacy Policy.

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