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 - ◆ Employment Information (Employer); Job Title &/or job function; Prof. Certification(s); Nature & areas of interest
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If SG holds your personally identifiable info about you that was collected by SG for the services you asked for, SG will not use or disclose any info for the secondary purposes unless, you consented to the use or disclosure of the info & you would reasonably expect SG to use or disclose the info for the secondary purpose. SG will use this info to provide you with the info that you request, offer you customer service & customise your experience. Your info is used by SG to respond to your requests, process your transactions & for the general internal business purposes.

If you purchase SG's products/services, you consent to providing your financial info (billing & credit card info) to SG service providers & to 3rd parties as it is necessary to process transactions. SG will use this financial info to complete the purchases. Here, the 3rd parties may include credit card companies & banks used to process the transactions.

This may include & are not limited to: (a) registering for an SG account; (b) entering a competition sponsored by us or our partners; (c) signing up for special offers from 3rd parties; (d) sending us emails; (e) submitting credit card/other payment info when purchasing products/services; (f) completing a web form; (g) taking an assessment/survey/quiz. Namely, we will use your info for, but not limited to, communicating with you in relation to our products/services.

SG may also collect anonymous demographic info. which is not unique to you, such as your: Age, Gender, Race, Religion. Please keep in mind that if you directly disclose personally identifiable info or personally sensitive data through SG's public message boards, this info may be collected & used by others not affiliated with SG. We do not collect any personal info about you unless you voluntarily provide it to us. However, you may be required to provide certain personal info to us when you elect to use certain products/services available on our site or through SG Consultants/Facilitators/Coaches.

Sharing Info with Third Parties: SG does not sell, rent or lease its customer lists to 3rd parties other than parties that may be involved in the providing or delivery of the info, products/services you have requested or purchased either directly or indirectly through SG affiliates or other representatives. You can always request that your info is no longer shared with 3rd parties by emailing info@synergy-global.com. It is important to mention that your exclusion from these means of communication with 3rd parties will only be relevant to the communicating of your info in the future & not to the info that may have already been shared. You may need to contact 3rd parties to request not to receive future communications. In the case of completing any quiz/assessment as part of employer sponsored training, or a developmental coaching program, we may also provide your info to certain appropriate people within your employment organisation.

SG may, from time to time, contact you on behalf of an external business partner about a particular offering that may be of interest to you. In those cases, your unique personally identifiable info (email, name, address, phone number) is not transferred to the 3rd party. SG may share data with trusted partners to help perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such 3rd parties are prohibited from using your personal info except to provide these services to SG, & they are required to maintain the confidentiality of your info. If SG is sold, merged or folded, some or all of the info accumulated may be assigned to the 3rd party as a result of the handover of assets & may also be revealed when it is obligatory to obey applicable laws or protect the interest of SG.

Quality of Data: SG is responsible & will take realistic measures to ensure that the info we collect from you & use or disclose should be complete & up to date.

Data Security: SG is responsible & will take realistic measures to protect from misuse, loss or unauthorised access, modification, or disclosure. SG will also attempt measures to destroy or de-identify your personal info when there is no longer requirement to keep it.

Openness: SG will always be transparent & honest about the way in which we manage your personal information.

SG may disclose your personal info, without notice, if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on SG or the site; (b) protect/defend SG rights or property; (c) act urgently to protect the personal safety of SG staff or the public.

Tracking User Behaviour: SG may keep track of the websites & pages our users visit within SG, in order to determine what services are the most popular. This data is used to deliver customised content & adverts within SG to customers whose behaviour indicates that they are interested in a particular subject area.

Automatically Collected Info: Info about your computer hardware/software may be automatically collected by SG. This info can include your IP address, browser type, domain names, access times & referring website addresses. This info is used to maintain the quality of our service, & to provide general statistics regarding use of the SG website.

Use of Cookies: The SG website(s) & other services providers may use 'cookies' to help you personalise your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses. They are uniquely assigned & can only be read by a web server in the domain that issued the cookie to you. One of the primary purposes of cookies is to provide a convenience feature to save you time – e.g. to tell the web server that you have returned to a specific page; if you personalise SG pages, or register with us, a cookie helps SG to recall your specific info on subsequent visits. This simplifies the process of recording your personal info, such as billing & shipping addresses, & so on. When you return to the same SG website, the info you previously provided can be retrieved, so you can easily use the SG features that you customised. You have the ability to accept/decline cookies. Most web browsers automatically accept cookies, but you can modify your browser setting to decline them if you prefer. If you choose to decline, you may not be able to fully experience the interactive features of the SG services or websites.

Links: Our SG website(s) may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of other sites - we encourage you to be aware when they leave our site & to read other privacy policies.

Security of your Personal Info: SG secures your personal info from unauthorised access, use, or disclosure. SG uses the following method when personal info (such as a credit card number) is transmitted to other websites, it is protected through the use of encryption. We strive to take appropriate security measures to protect against unauthorised access to or alteration of your personal info. Unfortunately, no data transmission over the Internet or any wireless network can be 100% guaranteed secure. As a result, while we strive to protect your personal info, you acknowledge that: (a) there are security/privacy limitations inherent to the Internet which are beyond our control; & (b) security/integrity/privacy of any & all info/data exchanged between you & us through these site(s) cannot be guaranteed.

Email Communications: From time to time, SG may contact you via email for the purpose of providing special offers, alerts, confirmations, surveys, & other communication. In order to improve our services, we may receive a notification when you open an email from SG or click on a link therein. If you would like to stop receiving marketing communications via email from SG, you may opt-out of such communications by replying to the email with 'STOP' in the subject line or by clicking on the UNSUBSCRIBE link at the bottom of the email. See below for info about complete removal of your info.

External Data Storage Sites: We may store some of your data on servers provided by 3rd-party hosting vendors with whom we have contracted for various services. e.g. Online learning platforms, infusionsoft.com, zoom.com.

Removal of Your Contact Info: If you would like your contact info permanently removed from all of our systems, please email our SG CEO with "SG – IT - Please completely delete my contact info" in the subject line... We will reply requesting that you confirm your request. This is to validate that you are the person submitting the request.

YOU MUST REPLY TO THAT EMAIL AS PER THE ABOVE INSTRUCTION AGAIN TO BE REMOVED - Thanks.

Once you have validated the request, we will remove all info from our system that is associated with the above email address. The removal process may take up to 14 days from the date of validation.

Changes to this Policy: In line with global best practice, SG updates policies annually. SG therefore reserves the right to change this policy from time to time. We will notify you about significant changes in the way we treat personal info by sending a notice to the primary email address specified in your account, by placing a prominent notice on our site, &/or by updating any privacy info on this page. Your continued use of the site(s) &/or services available through this site after such modifications will constitute your: (a) acknowledgment of the modified policy; & (b) agreement to be bound by it.

Contact Info: SG welcomes your questions or comments regarding this Privacy Policy. If you believe that SG has not adhered to this, please contact Heather-Jane Gray, *Synergy Global* Chief Executive heather-jane@synergy-global.com.