
Privacy Policy & Safe Harbor



Regents Consulting Group Privacy Policy

Regents Consulting Group, LLC [“Regents”] respects your privacy and is committed to protecting the personal information you share with us. This Privacy Policy describes how Regents collects and uses your personal information to provide our services.

Scope

This Privacy Statement covers privacy practices followed by Regents, its employees and contingent workers.

Personal Information

Personal information means any information that may be used to identify an individual, including, but not limited to, a first and last name, email address, telephone number, postal or other physical address, other contact information, title, occupation, work industry, and other information which may be required by Regents to provide products, services, and information to you.

Information Collection

General Inquiries

When contacting Regents and making inquiries about our services, contact details may be collected for future communications and reference such as:

- your name and contact details;
- when you contacted Regents;
- the services about which you inquired;
- your company details

Customers of Regents Consulting Group

Regents will store customer contact details to enable the delivery of our services. Additional information may be stored describing the customer infrastructure that our services support, such as software and hardware details.

How We Use Information Collected

Regents may use personal information to provide customers and business partners with information and services and to help us better understand your

needs and interests. Specifically, we may use your information to help you complete a transaction or order, to communicate with you, to deliver products/services to you, to bill you for products/services you purchased, and to provide ongoing service and support.

We may also use your personal information to send you, or to have our business partners send you, details of others services that can be provided.

Information Sharing and Disclosure

As Regents is a global company, your personal information may be shared with other Regents offices or subsidiaries around the world. In such case, the entities concerned are governed by this Privacy Policy.

Within Regents, data is stored in a controlled environment with restricted access. Your personal information may be stored and processed worldwide in the global offices of Regents. Unless otherwise specified in this Privacy Policy, your personal information is not shared outside Regents without your permission.

Regents may send your personal information to other companies or people under any of the following circumstances:

- When we have your consent to share the information (if required under local law);
- If sharing your information is necessary to provide a product, service or information you have requested; for example, sharing your information with a bank, logistics company, event organizer, etc.;
- As part of a joint sales promotion or to pass sales leads to our business partners;
- To keep you up to date on the latest product announcements, software updates, special offers or other information about which we think you would like to hear or from our business partners;
- For the purpose of conducting US Export law compliance checks, passing your information to our contracted vendors;
- For data and customer relations management, passing your data to our contracted service providers.

We reserve our right to disclose your personal information to a third party if we have a good faith belief that access, use, preservation or disclosure of such

information is reasonably necessary to (a) comply with any applicable law, regulation, legal process or enforceable governmental request, (b) enforce applicable Legal Notice and Terms of Use, including investigation of potential violations thereof, (c) detect, prevent, or otherwise address fraud, security or technical issues, or (d) protect against imminent harm to the rights, property or safety of Regents, its users or the public as required or permitted by law.

Your Ability to Access or Change Your Information

If you are named as a “Contact” for a company (including but not limited to companies acting as our end users or partners), you can review and request changes to your company details by requesting a report through our web site www.regentsconsulting.com using the Contact Us function and similarly, requesting changes through this function.

If you are no longer the “Contact” for a particular company, we will retain in our files some personal information to prevent fraud, resolve disputes, troubleshoot problems, enforce our Legal Notice and Terms of Use, respect your opt-out preferences, and comply with legal requirements as permitted by law.

Third Party Sites

Our website may contain links to websites operated by other companies. Regents does not share your personal information with those websites and is not responsible for their privacy practices. Once you have left our website, you should check the applicable privacy policy of the third party website to determine how they will handle any information they collect from you.

Forums and Blogs

Regents does not have any forums or blogs at this point in time. Should this change, new policy details will be published.

Changes to this Privacy Policy

Regents will amend this Privacy Policy from time to time. If we make any substantial changes to this Privacy Policy, we will make that information available by posting a notice on our web site: www.regentsconsulting.com

Questions or Suggestions

If you have questions or concerns about our collection, use, or disclosure of your personal information, please contact us via our web site 'Contact Us' option, or directly at:

Regents Consulting Group, LLC
5514 Swiss Avenue
Dallas, TX 75214
USA

Regents Consulting Group Safe Harbor

US-EU Safe Harbor is a streamlined process for US companies to comply with the EU Directive 95/46/EC on the protection of personal data. Intended for U.S. organizations that process personal data collected in the EU, the Safe Harbor Principles are designed to assist eligible organizations to comply with the EU Data Protection Directive and maintain the privacy and integrity of that data, through adherence to the 7 principles and 15 frequently asked questions.

Self-Certification Details

- Organization Name: Regents Consulting Group, LLC ["Regents"]
- Address: 5514 Swiss Avenue
Dallas, Texas 75214
USA
- Phone: 214.295.5517
- Fax: 214.540.8542
- Website: www.regentsconsulting.com

US Organization Contact: Handles all issues concerning compliance with the Safe Harbor Framework(s), including complaints, access requests, and maintenance of Regents' certification status

Primary Contact Name: Ms. Holly Cohoon

Contact Office: 5514 Swiss Avenue, Dallas, Texas 75214 USA

Contact Title: Partner – Regents Consulting Group, LLC

Contact Phone: 214.295.5517 or 214.295.5170

Contact Fax: 214.540.8542

US Contact E-mail: holly.cphoon@regentsconsulting.com

US Corporate Officer: Individual certifying Regents' compliance with the Safe Harbor Framework(s)

Officer Name: Rick Morgan
Officer Title: Managing Partner
Contact Phone: 601.473.9234
Contact Fax: N/A
Contact E-Mail: rick.morgan@regentsconsulting.com

EU Organization Contact - Assists with Safe Harbor complaints, access requests, and maintenance of Regents' certification status.

EU Contact Name: Vincent Blockley
EU Contact Title: Director, EMEA Technology
EU Contact Phone: 415.654.9703 or +44 116 259 2545
EU Contact E-mail: vince.blockley@regentsconsulting.com

Description of your organization's activities with respect to personal information received from the EU/EEA and/or Switzerland (i.e., a brief summary of what, why, and when such personal information is received).

As a global consulting organization, Regents does not typically collect personal information, other than client contact details. Our published privacy policy regarding any personal information received from the EU or any clients is comprehensive, completely implemented, prominently displayed on our website, and easily accessible. The Regents policy conforms to the seven Safe Harbor Principles and 15 frequently asked questions. During on-boarding, all employees and contractors are informed of in-house arrangements for confidentiality & the handling of complaints. In addition, procedures are in place for training employees on Safe Harbor implementation, potential disciplinary actions for failure to follow policy, and the annual requirement to conduct objective reviews to ensure compliance.

Description of your organization's privacy policy for personal information:

- Effective date of your organization's privacy policy: September 12, 2014
- Location of your organization's relevant privacy policy statement(s): Human Resources Manual, the Regents Consulting Group Website [www.regentsconsulting.com] and on the Internal Communications Website.
- Appropriate statutory body that has jurisdiction to hear any claims against your organization regarding possible unfair or deceptive practices and violations of laws or regulations governing your organization's privacy practices: Federal Trade Commission
- Any privacy program(s) in which your organization is a member (e.g., a self-regulatory privacy program that adheres to the Safe Harbor Privacy Principles) (See FAQ 6) - Not Applicable
- What is your organization's verification method (e.g., in-house or third party; if third party, please specify which one) (See FAQ 7) – In-House. The Regents annual self-assessment review is signed by an authorized representative of the organization, and will be retained and made available upon request by individuals or in the context of an investigation or complaint about non-compliance.
- What independent recourse mechanism(s) are available to investigate unresolved complaints concerning your organization's compliance with the Safe Harbor Framework(s) (e.g., a specific private sector developed dispute resolution mechanism that incorporates the Safe Harbor Framework(s) and/or the EU and/or Swiss data protection authorities). (See U.S.-EU Safe Harbor Framework FAQ 11 and U.S.-Swiss Safe Harbor Framework FAQ 11). Please note that the Federal Trade Commission (FTC) does not function as an 'independent recourse mechanism' under the Safe Harbor Framework(s). Regents' privacy policy incorporates the Safe Harbor Principles into its rules, which includes effective enforcement mechanisms of the type described in the Enforcement Principle. Consumers are encouraged to raise any complaints they may have with Regents before proceeding to independent recourse mechanisms. In the unlikely event of a legitimate complaint and noncompliance, Regents will immediately reverse or correct the dispute, in so far as feasible. Regents has no prior participation in the Safe Harbor, and therefore, no previous record of a failure to comply.
- The 'personal data' (i.e., any data about an identified or identifiable individual) 'processed' (i.e., whether or not by automatic means; e.g., collection, recording, organization, storage, adaptation or alteration, combination, retrieval, consultation, use, disclosure by transmission, dissemination, etc.) by your organization within the scope of the Safe Harbor Framework(s) that is covered

under your organization's self-certification (e.g., organization, client, customer, visitor, clinical trial data, etc.). Please indicate whether or not the data covered includes manually processed data. All information gathered by Regents is automated. No manually processed data.

- Whether your organization plans to cover 'organization human resources data' (i.e., personal information about your organization's own employees, past or present, collected in the context of the employment relationship) under its self-certification, and if so, whether your organization agrees to cooperate and comply with the EU and/or Swiss data protection authorities (See U.S.-EU Safe Harbor Framework FAQ 5 and FAQ 9, and U.S.-Swiss Safe Harbor Framework FAQ 5 and FAQ 9). Please note that even if your organization does not plan to cover 'organization human resources data' under its self-certification, it may nevertheless voluntarily agree to cooperate and comply with the EU and/or Swiss data protection authorities. Regents voluntarily agrees to cooperate and comply with the EU and Swiss data protection authorities.
- Regents complies with the U.S.-EU Safe Harbor Framework and the U.S. Swiss Safe Harbor Framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal information from European Union member countries and Switzerland. Regents has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access and enforcement. To learn more about the Safe Harbor program, and to view Regent's certification, please visit <http://www.export.gov/safeharbor/>

Additional Information Required

- Select All of the relevant countries

- Austria
- Belgium
- Bulgaria
- Croatia
- Czech Republic
- Denmark
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Luxembourg
- Netherlands

- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- United Kingdom

- Your organization's appropriate industry sectors (select up to 4)
 - Computer Services - CSV
 - Management Consulting Services - MCS
- Your organization's level of sales: \$10 Million US
- Your organization's number of employees: 40