

Privacy Policy

Effective Date: January 4, 2025

AssessMax ("we," "our," "us") is committed to protecting your privacy and ensuring the security of your personal data. This Privacy Policy explains how we collect, use, store, and protect the information provided by users of our website and applications (collectively, the "Services").

1. Data We Collect

We collect and process the following types of personal information:

- **Personal Identification Data:** Full legal name, employee number or student number, mobile phone number, and email address.
 - **Application and Usage Data:**
 - Camera access may be required for proctoring purposes during assessments.
 - Access to your device's drive may be needed to upload necessary documents.
 - Location access may be needed for proctoring purpose
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2. How We Collect Data

All data entered into our systems is provided by our customers (e.g., educational institutions, employers, or other authorized entities). We do not directly collect this information from individuals and rely on our customers to manage and oversee the data they provide.

3. Purpose of Data Usage

We use the data strictly to:

- Facilitate and administer assessments.
- Enable proctoring and verification processes when required.
- Allow document uploads for necessary verification or evaluation purposes.

We do not access, modify, or process personal data beyond the purposes outlined above, except as directed by our customers.

4. Data Ownership

All data is owned by our customers. We act as a data processor, and the responsibility for obtaining consent from individuals lies with our customers. We will never:

- Access the data without authorization.
 - Share the data with third parties, except as required by law enforcement or judiciary.
 - Use the data for purposes other than providing our Services.
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5. Data Protection and Security

We implement industry-standard measures to protect the confidentiality, integrity, and availability of your personal information. These include:

- Data encryption during transmission and storage.
 - Secure access controls and authentication mechanisms.
 - Regular security audits and system monitoring.
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6. Your Rights

As an individual, you may have the following rights under applicable data protection laws:

- **Access and Correction:** Request access to your personal data or correct inaccuracies.
- **Data Deletion:** Request deletion of your personal data, subject to our customers' approval.
- **Restriction of Processing:** Limit how your data is processed in certain circumstances.

If you wish to exercise your rights, please contact the entity that provided your data (e.g., your employer or educational institution).

7. Compliance

Our data handling practices comply with the following regulations, as applicable:

- **General Data Protection Regulation (GDPR)** for users in the European Union when served in the region

- Any other relevant local data protection laws.
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8. Cookies and Tracking Technologies

Our website may use cookies or similar tracking technologies to enhance user experience and collect usage analytics. These cookies do not store personal information and can be managed through your browser settings.

9. Data Retention

We retain personal data only as long as necessary to provide our Services or as required by law. Data retention periods are determined by our customers, who manage their data within our systems.

10. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be communicated through our website or other appropriate channels.

11. Contact Us

If you have questions about this Privacy Policy or concerns about your data, please contact us at:

- **Email:** support@assessmax.com
 - Alternatively, you may contact your organization/institute
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By using our Services, you acknowledge that you have read, understood, and agree to this Privacy Policy.