

Privacy Policy

This privacy policy has been prepared for individuals who are requesting disability accommodation(s) for the GMAT exam. The policy provides additional information to that provided in the *GMAT Information Bulletin*. The policy covers information collected directly from you by GMAC or by Pearson VUE. This information is collected, used, and maintained separately from the data collected at mba.com and GMAT registration, which are subject to separate privacy policies (see the Privacy Policy at mba.com and the one contained in the *GMAT Information Bulletin*).

Data on GMAT test takers with disabilities will be processed in accordance with the *Supplement* in effect at the time of testing.

INFORMATION COLLECTION

The information collected on or with the GMAT Accommodation Request Form and in any follow-up communications may include the following:

- Basic contact information
- Personal health information concerning an impairment and how it limits a major life activity
- The current impact of your impairment and how it affects your ability to take the computer adaptive GMAT exam under standard conditions
- Rationale for why the requested accommodation(s) is/are necessary and appropriate relative to your impairment(s)
- Other relevant information

DATA USES AND YOUR CHOICES

GMAC uses the collected information to:

- Evaluate requests and determine eligibility for test accommodations
- Share with key service providers, as needed, to facilitate the test accommodation process (see Data Sharing and Onward Transfer below)
- When appropriate, share with qualified independent reviewers and/or other external professional advisors who review the information you and your evaluator submit and recommend to GMAC whether the requested accommodation(s) are warranted
- Conduct research and/or evaluate GMAC services
- Respond to legal process or proceedings

GMAC may also use collected information relating to accommodations being requested by test takers to improve its products or services, and any public disclosure by GMAC will not contain information that could be used to identify any particular individual. Information that may be presented to the public from this data collection will be reported only in the aggregate.

Data used for these specific purposes will not be commingled with data obtained through online or offline GMAT test registration. GMAC and Pearson VUE will not use these data for any other purposes without first obtaining your explicit, opt-in consent. Data regarding an individual's disability generally is not shared with the test center personnel, except that it may be disclosed if necessary for the accommodation to be granted, for the test to be delivered, or for emergency medical or safety purposes. Data regarding an individual's disability does not appear on a score report and is not shared with business schools.

CHOICES AND CONTROL OF YOUR PERSONAL INFORMATION

You may submit changes, corrections, and additional documentation, and you may withdraw a test accommodation request. Additionally, you have the right to request that GMAC and Pearson VUE destroy all data relating to the accommodation request if you withdraw your request prior to a decision being rendered. In this event, subject to the potential uses specified above, GMAC will send a notice to you to confirm that the data have been destroyed as requested. Any of these requests must be submitted via postal mail or fax (see page 1 for contact information).

ACCESS, DATA INTEGRITY, AND RETENTION

GMAC has implemented important safeguards to protect your privacy. GMAC retains personal information only to the extent necessary to:

- Address your test accommodation requests and any disputes relating to those requests
- Administer the GMAT exam
- Fulfill its GMAT program responsibilities
- Maintain the integrity of the test
- Detect and prevent unlawful activity
- Satisfy legal compliance requirements

You may modify your test accommodation request, including personal information, as described in this *Supplement*, at any time before a decision has been rendered or you have taken the GMAT exam. You are responsible for the accuracy of any information you provide to GMAT Disability Services. You must submit modifications to your accommodation request or personal information in writing via postal mail or fax (see page 1 for contact information).

GMAC and Pearson VUE may retain information related to your test accommodation request for five years.

SECURITY OF YOUR PERSONAL INFORMATION

GMAC utilizes security safeguards in a program that is administered by appropriate GMAC officials and incorporates administrative, technical, and physical safeguards over your data and GMAC's systems to protect your information from loss, unauthorized disclosure, misuse, alteration, or destruction. The security program undergoes a biannual audit and review processes and is part of employee awareness training.

DATA SHARING AND ONWARD TRANSFER

GMAC KEY SERVICE PROVIDERS

GMAC has a number of key service providers that provide services related to reviewing and fulfilling GMAT test accommodation requests. Each of the following service providers is subject to strict confidentiality requirements:

- Pearson VUE, a business of NCS Pearson, Inc., which administers approved GMAT test accommodations
- Qualified independent reviewers, who may assess the information and medical information you and your evaluator submit in order to recommend whether requested test accommodations are necessary and appropriate
- Information technology (IT) vendors, used to develop new and modify existing applications, store information, host Web servers, and provide other IT development assistance
- Other external professional advisers

TRANSBORDER DATA FLOWS

GMAC is a global organization. GMAT test takers who provide their personal information in order to support test accommodation requests consent to their information being processed and controlled in the countries in which the data are collected, and then transmitted into and out of the United States, which is the primary processing location for GMAC and its service providers. Also, certain health or accommodation information regarding a GMAT test taker may be sent to the test center location that he or she has selected. The test taker consents to his or her personal information being transmitted to such recipients, which may be located in a country that does not provide for a level of data protection that is equivalent to the one in his or her home country.

LAW ENFORCEMENT AND FRAUD PREVENTION

GMAC may provide access to personal information in order to comply with requirements in a judicial or other governmental proceeding (for example, a court case or a civil or criminal investigation). GMAC may also provide access to personal information to third parties in instances GMAC determines it necessary to detect or prevent fraud or other unlawful or inappropriate activity.

ENFORCEMENT OF THIS POLICY AND COMPLIANCE WITH APPLICABLE LAWS

GMAC is a global organization that collects and processes data within the United States and other countries. GMAC adheres to its privacy policy and, to the extent applicable, complies with applicable laws including the European Union (EU) Data Protection Directive and US state and federal laws.

CHANGES TO THIS POLICY

From time to time, GMAC might need to change its privacy policy or procedures to accommodate changes in applicable law, its programs or business needs, or for other reasons. If GMAC makes any material changes to its privacy policy, including changes in its use of personal information, GMAC will post a prominent notice on mba.com and other places deemed appropriate so that you are aware of what information is collected, under what circumstances, and how GMAC uses it.

CONTACT GMAC

If you have questions for GMAC's chief privacy official about this privacy policy, please contact GMAC by email at privacy@gmac.com, by phone at +1 (703) 749-0131 or by postal mail at the following address:

Chief Privacy Official
Graduate Management Admission Council
11921 Freedom Dr., Suite 300
Reston, VA 20190 USA