



Data Protection Information

1 You have control over all information that you provide to avacademia directly or through a link on the website of an avacademia licensee.

avacademia committed to safeguarding your data to the best of its knowledge and ability. By using our website and/or avTool, you are agreeing to the use of your data as stipulated in this Data Protection Information.

2 What personal data is saved by avacademia and its licensees, and how is this data used?

User registration data and general personal information • When you register as a User, you provide us with your full name, your address, your user name and your password, among other things. In addition to this, avacademia or its licensees may also obtain additional information about you from other sources and add this information to your user account in order to keep your account as accurate and up-to-date as possible. This information is saved for a number of reasons, including:

- i) to identify you;
- ii) so that our customer service agents or our project coordinators can contact you if necessary;
- iii) so that the Content of our website can be adapted to your specific needs;
- iv) to improve our Services and
- v) to invoice our Services and for secure payment transactions.

We also save your e-mail address so that we can send you an e-mail to confirm your registration, collect user fees where applicable, and so that we can send you our avNews. avacademia reserves the right to record the click rate of its website.

Online surveys • avacademia values your opinion. For this reason, we complete online surveys from time to time. These surveys are voluntary for all Contractors and Users. The information collected in these surveys is normally collated and used to improve the Services of avacademia and to develop attractive Content, functions and Services. Survey participants remain anonymous, unless this is indicated otherwise in the survey.

IP addresses • avacademia logs IP addresses to diagnose server problems and for system administration. These addresses are only used by avacademia for technical purposes.

3 Who has access to my data?

Your data may be given to third parties in the following connections:

Within the avacademia group • avacademia issues licenses worldwide for the use of its services or products. User data will be exchanged between avacademia and its licensees when necessary for the completion of your projects. By using our website, or accessing our website through a link on the website of a licensee, you agree to this use of your data, including when this may mean the transfer of your data outside of the EU under certain circumstances. avacademia will take all reasonable security measures to ensure that your data is used in accordance with these data protection guidelines by all avacademia companies.

Partners • Should avacademia decide to work with partner companies that provide services or products to avacademia Customers in the future, avacademia will be entitled to provide these partner companies with customer information in connection with the offered services or products.



Acquisition • Should **avacademia** be acquired by another company, the assets acquired by the company will include all user data.

Other requirements • In addition to the conditions named above, **avacademia** is also entitled to release user data if this is required by law or court order or if this data is requested by a government or agency that executes laws, or if this is done in the belief that the release of this data is necessary and advisable for other reasons, especially to protect the rights and property of the **avacademia** network or when we have reason to believe that the release of this data is necessary to identify, contact or take legal action someone who has infringed upon our rights or damaged our property (intentionally or otherwise), or when a third party could be damaged by such acts.

4 **avNews option (newsletter)**

As a registered Customer, you will receive our **avNews** with current branch news, new **avacademia** Services and other relevant information. We hope that you find **avNews** interesting and informative. If you are not interested in this free service, you can cancel your subscription with any edition of **avNews**.

5 **How can I access my data, how can I update or correct my data?**

You can view, update or change all of your personal data at any time under your personal settings. You can change these settings at **>my av-account >Edit User Data**.

If you need help updating your user data, please contact our customer service department at avinfo@avacademia.com.

6 **How do we protect your data?**

As required by the applicable data privacy protection laws, **avacademia** follows appropriate security procedures and takes all measures necessary to ensure that your data is not destroyed or accidentally revealed to third parties and that your data cannot be accessed by third parties. All financial data that you transmit to **avacademia** (for electronic payments) is encrypted according to the latest security standards.

To protect your other data, it is important that you keep your user name and password secret to prevent unauthorized use. As set down in the [Usage Agreement](#), the use of our website with your access data falls under your responsibility.

7 **What else should I know about security in connection with my data?**

avacademia includes links to other websites (hyperlinks). Please note that you visit a different website for which **avacademia** is not responsible when you click one of these links. Please read the data protection regulations for these sites, as their regulations may deviate from the data protection regulations of **avacademia**.

You are solely responsible for keeping your passwords and account information secret. Please handle this information carefully and responsibly, especially when you are online.

Changes in the way that **avacademia** uses Customer Data are specified in *these* regulations, so that you have access to the latest information at all times. You should read the latest valid version of these regulations regularly <http://www.avacademia.com/agreement/>.

For questions regarding this *Data Protection Information* or regarding the use of your Customer Data, please send an e-mail to avinfo@avacademia.com.

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www.avacademia.com