



LAST REVISED: JANUARY 25, 2010

KORN/FERRY GLOBAL LEADERSHIP AND TALENT CONSULTING PRIVACY POLICY

Korn/Ferry International and our [affiliates and subsidiaries](#) (“Korn/Ferry,” “we,” “us”) shares your concerns about the protection of personal information relating to you. This Privacy Policy (the “Policy”) describes our privacy practices regarding the collection, use and worldwide transfer of personal information collected through our web sites, including <http://ldstc.kornferry.com>, clientname.kornferry.com, <http://self.kornferry.com/Login.asp> and <http://ici.kornferry.com/Login.asp>. (collectively, the “Site”), as well as personal information gathered offline as part of our Leadership and Talent Consulting Practice.

By using the Site, you signify your agreement with this Policy. If you do not agree to this Policy, please do not use the Site.

Please note that Korn/Ferry reviews its privacy practices from time to time and those practices are subject to change. We ask that you bookmark and periodically review this page to ensure continuing familiarity with the most current version of this Policy. You can determine when this Policy was last revised by checking the “*Last Revised*” legend at the top of the Policy. Any changes to the Policy will become effective upon posting of the revised Policy on the Internet, accessible through the Site. Use of the Site following such changes constitutes your acceptance of the revised Policy then in effect. To contact Korn/Ferry about privacy issues, report a violation of our Privacy Policy, or raise any other issue, please e-mail us at privacy@kornferry.com.

Please note that this Policy applies solely to our Leadership and Talent Consulting Practice. To access our privacy policy applicable to [executive search and middle management recruitment services](#) (collectively, our “Other Service”).

PERSONAL INFORMATION WE COLLECT.

Korn/Ferry collects personal information (such as name, email address and physical address) and other information that those using our Leadership and Talent Consulting services provide to us, for example when registering to use our Leadership and Talent Consulting services, when responding to assessment questions, when providing information about other assessment participants, when providing information about yourself and others to our coaches, when co-branded organisations enter information to create an Executive Center, or when contacting us via e-mail.

HOW WE USE AND DISCLOSE THE INFORMATION WE COLLECT.

We use the information we collect for the purposes for which it is provided in support of our Leadership and Talent Consulting Practice. The following paragraphs describe some of the ways in which we may use and disclose personal and other information.

- **Assessment and Other Information.** We use assessment and other information about you collected by our consultants and coaches to render to our client our Strategic Management Assessment and Executive Coaching and Development services. This may entail disclosing such information to



consultants, strategic partners, and coaches involved in the assignment, and/or to our client (as detailed below).

- **Responding to inquiries.** If you contact us by e-mail we may keep a record of your contact information and correspondence, and we may use any information you provide in your message to respond to your inquiry.
- **Other communications.** Korn/Ferry may send informational e-mails concerning the Leadership and Talent Consulting Practice generally.
- **Refining our Leadership and Talent Consulting Practice.** We may use information we collect to develop and refine the services provided by our Leadership and Talent Consulting Practice, and to analyse and disclose statistical information.

DISCLOSURE TO CLIENTS, AFFILIATES, SERVICE PROVIDERS AND OTHERS.

Disclosure to clients. Korn/Ferry discloses assessment and other information to clients, the employer that has engaged Korn/Ferry in a Leadership and Talent Consulting assignment, and to other employees designated by our clients. Assessment and other information about you collected by our consultants or provided by our client may be maintained in an Executive Center database, to which our client, and certain employees designated by our client, will have access both during and after the conclusion of our assignment. Individuals involved in our executive search practice do not have access to assessment data on any Leadership and Talent Consulting assignment unless explicitly authorised by our client or unless the assessment data were first collected as part of a search assignment or business development activity.

- **Disclosure to affiliates.** We do not share the information we collect in performing Leadership and Talent Consulting assignments with our affiliated companies, except for technical and administrative staff in order to maintain or support our websites, or the Leadership and Talent Consulting Practice.
- **Disclosure to service providers.** Korn/Ferry works with third parties who provide services that may include, but are not necessarily limited to, assessment services, including assessment validation services; website hosting and IT consulting services; data analysis; attorneys, accountants, and other administrative and back-up and security services. As part of providing those services, such third parties will be provided with access to personal information. In addition, our software development partners may use personal information for purposes of modifying, improving, refining and validating their technology, and research and development.
- **Others.** Korn/Ferry may also disclose personal information in order to: (i) comply with applicable laws; (ii) respond to inquiries or requests from public or government authorities; (iii) comply with valid legal process; (iv) protect the rights, privacy, safety or property of Korn/Ferry, Site visitors or the public; (v) permit us to pursue available remedies or limit the damages that we may sustain; (vi) enforce our Terms of Use; or (vii) respond to an emergency. We cannot and do not assume any responsibility for the actions or omissions of third parties, such as clients, including the manner in which they use personal information received either from Korn/Ferry or from other independent sources.



- **Business Transfers.** Korn/Ferry reserves the right to disclose or transfer any and all personal information that we collect from visitors, or that we otherwise collect in connection with the Leadership and Talent Consulting Practice, to a third party in connection with a strategic alliance with such third party, or in the event of a sale of our company or one of our affiliates, or a merger or consolidation involving Korn/Ferry or one of its affiliates, or a sale or transfer of assets or of any portion of our business, including the business of the Leadership and Talent Consulting Practice, or the business of one or more of our affiliates.

TRACKING DATA.

Korn/Ferry monitors visitor traffic patterns throughout the Site by logging Tracking Data, which is collected automatically from each Site visitor. Tracking Data may include personal information such as the IP address of the visitor's computer, its browser type and operating system, the referring site, which pages of the Site were visited, the order in which they were visited and which hyperlinks were "clicked."

Korn/Ferry uses Tracking Data in aggregate form to perform statistical analyses of the collective characteristics and behavior of our visitors, and by measuring demographics and interests regarding specific areas of the Site.

COOKIES AND OTHER TECHNOLOGIES.

We use "cookies" — that is, small text files placed on a visitor's computer hard drive — and other technologies to help us determine information such as the type of content to which a visitor to the Site links, and the length of time each visitor spends at any particular area of the Site. Korn/Ferry cookies are only read by Korn/Ferry servers and are unable to execute any code or virus. We use cookies to track the following items: (i) a unique machine ID to help us identify the user so that we can retrieve their username and password (only if they checked remember by UID and PSW); (ii) a session ID to help us identify the user between web calls; and (iii) a flag to record whether a user's machine supports cookies.

You can configure your browser to accept all cookies, reject all cookies or notify you when a cookie is set. (Each browser is different, so check the "Help" menu of your browser to learn how to change your cookie preferences.) If you reject all cookies, you will not be able to use those services that require you to sign in.

ADDITIONAL GUIDELINES.

Korn/Ferry may from time to time sponsor special features or promotions on the Site and additional privacy information may be posted. That privacy information, to the extent it conflicts with this Policy, will govern that particular feature or promotion.

CHOICE AND ACCESS.

The provision of personal information by you is entirely voluntary and you have the right not to provide personal information. You may also contact us at privacy@kornferry.com and/or support@kornferry.com if you wish to receive certain information as to whether or not personal information relating to you is held by us and to obtain a copy of such information.



You may change information that you have provided on the Site by following the posted instructions.

If you would like to: (i) ask questions about how we handle personal information; (ii) change other information; (iii) have your personal information removed from Korn/Ferry's database, please contact us at support@ekornferry.com. You may request to be removed from Korn/Ferry's database by putting "Remove User" in the subject line of the e-mail, and include your full name, User ID and telephone number in the body of the e-mail message. We will use reasonable efforts to comply with your request. (We may need to contact you in order to be sure that we are deleting the appropriate information.)

Please keep in mind that residual information will remain within Korn/Ferry databases, access logs and other records, which may or may not contain personal information about you. The residual information will not be used for commercial purposes. However, Korn/Ferry reserves the right, from time to time, to recontact former users of our Leadership and Talent Consulting Practice. If your assessment data is part of a Leadership and Talent Consulting assignment for your company, your request may need to be directed to your company's management and we cannot be responsible for removing your information in that situation. We will, however, forward your request to the appropriate person.

LOCATION OF PERSONAL INFORMATION COLLECTED AND MAINTAINED.

This Site is hosted in the United States. By providing personal information and other information through the Site, you understand and consent to the collection, use, processing, disclosure and transfer of such personal information to the United States.

SECURITY.

Korn/Ferry has security measures in place to protect against the loss, misuse and alteration of personal information about Site visitors which is under our control. Unfortunately, however, no security system, or system of transmitting personal information over the Internet, can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee that personal information transmitted between your computer and Korn/Ferry's servers will be entirely secure. Please do not send highly sensitive information using the Internet.

LINKS TO OTHER WEBSITES.

On the Site, you may have the opportunity to follow a link from or to other websites maintained by Korn/Ferry affiliates or third parties. Because these other websites may not be hosted or controlled by Korn/Ferry, however, we are not responsible for the privacy practices of those websites. Therefore, privacy policies with respect to those websites may differ from those applicable to the Site and we encourage you to review the privacy policies of each of those websites.

SUMMARIES OF POLICY.

This Policy is the sole authorized statement of Korn/Ferry's practices with respect to the online collection of personal information through the Site and the usage of such personal information. Any summaries of this Policy generated by third party software or otherwise (for example, in connection with the "Platform for Privacy Preferences" or "P3P") shall have no legal effect, are in no way binding upon Korn/Ferry, shall not be relied upon in substitute for this Policy, and neither supersede nor modify this Policy.



QUESTIONS?

Questions regarding this Policy should be directed to Korn/Ferry at privacy@kornferry.com or, if by postal mail, at Korn/Ferry International; 1900 Avenue of the Stars suite 2600; Los Angeles, CA 90067, Attn: Privacy Coordinator.

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