

The  
**2-MinuteAcademy**



## **Our Privacy Policy**

Our Privacy Policy applies to any Member or Visitor.

The 2-Minute Academy (2MA) is the only party that controls your information. When you become a member of our academy, you provide us with information (including your name, email address, and password) that we use to offer you a personalized, relevant experience on 2MA.

You can add professional details – like your job title, education, and skills – to your profile. A complete profile helps you be found by other people for opportunities. It also means we can show you relevant ads and content.

We do not sync or otherwise connect your data with other sources.

### **1.1. Data Controllers**

The personal information provided to 2MA is controlled by 2MA, Hobrede 9, 1477 EH Hobrede, The Netherlands.

If you have any concern about providing information to us or having such information displayed on the 2MA services or otherwise used in any manner permitted in this Privacy Policy and the User Agreement (together also referred to as 2MA's Terms of Service), you should not become a Member of 2MA, visit our websites, apps or otherwise use our Services. If you have already registered, you can close your account through your personal page My2MA.

We collect your personal information in the following ways:

### **1.2. Registration**

To become a member of 2MA, you must provide us with at least your name, email address, a password and some areas of interest. You can choose to provide further information about yourself during the registration process for full membership (for example, your profession and location). We use this information to provide you with more customized services like your My2MA-page, updates, and content. You understand that, by becoming a full member, 2MA and others will be able to identify you by your 2MA profile, and you allow 2MA to use this information in accordance with this Privacy Policy and our User Agreement. We will also ask for your credit card details when you become a full member.

### **1.3. Profile Information**

After you create an account (other than the distinct SlideShare and Pulse accounts), you may choose to provide additional information on your 2MA profile, such as descriptions of your skills, professional experience, and educational background. With your approval, your connections may provide recommendations and endorsements of you. Providing additional information enables you to derive more

benefit from 2MA by helping you find other professionals, opportunities, and information.

#### 1.4. Customer Service

When you contact our customer support services on 2MA's Help Forum, we collect information that helps us categorize your question, respond to it, and, if applicable, investigate any breach of our User Agreement or this Privacy Policy. We also use this information to track potential problems and trends and customize our support responses to better serve you.

#### 1.5. Cookies

We use cookies and similar technologies to help us recognize you across different Services, improve your 2MA experience, increase security, measure use and effectiveness of our Services, and serve advertising. You can control cookies through your browser settings and other tools. By visiting 2MA, you consent to the placement of cookies and beacons in your browser and HTML-based emails in accordance with this Privacy Policy.

#### 1.6. Other

2MA is a dynamic, innovative environment, which means we are always seeking to improve the services we offer you. We often introduce new features, some of which may result in the collection of new information. Furthermore, new partnerships or corporate acquisitions may result in new features, and we may potentially collect new types of information.

## 2. How we use your personal information

### 2.1. Consent to 2MA Processing Information About You

The personal information you provide to us may reveal or allow others to identify aspects of your life that are not expressly stated on your profile (for example, your picture or your name may reveal your gender). By providing personal information to us when you create or update your account and profile, you are expressly and voluntarily accepting the terms and conditions of 2MA's User Agreement and freely accepting and agreeing to our processing of your personal information in ways set out by this Privacy Policy. Supplying to us any information deemed "sensitive" by applicable law is entirely voluntary on your part. You have the right to withdraw or modify your consent to 2MA's collection and processing of the information you provide at any time, in accordance with the terms of this Privacy Policy and the User Agreement, by changing your account settings or your profile on 2MA or SlideShare, or by closing your respective account here or in the applicable SlideShare or Pulse settings.

We communicate with you using 2MA messaging, email, and other ways available to us. We may send you messages relating to the availability of the Services, security, or other service-related issues.

## 2.2. 2MA Communications

We communicate with you through email, notices posted on the 2MA website or app and other means available through the Services.

Examples of these communications include:

- (1) welcome and engagement communications – informing you about how to best use 2MA, new features, updates, etc.;
- (2) service communications – these will cover service availability, security, and other issues about the functioning of 2MA;
- (3) promotional communications that may contain promotional information directly or on behalf of our partners.

You may change your email preferences at any time by signing into your account and changing your email. Please be aware that you cannot opt out of receiving service messages from 2MA.

With certain communications you send on 2MA, the recipient can see your name, email address, and some other information.

## 2.3. Customized Content

We use information that you provide to us to customize your experience and the experiences of others on 2MA.

## 2.4. Sharing Information with Third Parties

We don't provide any of your information (like your email address) to third parties.

## 2.5. Compliance with Legal Process and Other Disclosures

It is possible that we may need to disclose personal information, profile information, or information about your activities as a Member or Visitor when required by law, subpoena, or other legal process, or if 2MA has a good faith belief that disclosure is reasonably necessary to

- (1) investigate, prevent, or take action regarding suspected or actual illegal activities or to assist government enforcement agencies;
- (2) enforce the User Agreement, investigate and defend ourselves against any third-party claims or allegations, or protect the security or integrity of our Service; or
- (3) exercise or protect the rights, property, or safety of 2MA, our Members, personnel, or others. We attempt to notify Members about legal demands for their data when appropriate in our judgment, unless prohibited by law or court order or when the request is an emergency. In light of our principles, we may dispute such demands when we believe, in our discretion, that the requests are overbroad, vague or lack proper authority, but do not commit to challenge every demand.

## 3. Your Choices & Obligations

You can change your 2MA information at any time by editing your profile or by closing your account.

We keep your information for as long as your account is active or as needed. For example, we may keep certain information even after you close your account if it is necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce this agreement.

**3.1. Rights to Access, Correct, or Delete Your Information, and Closing Your Account**  
You have a right to (1) access, modify, correct, or delete your personal information controlled by 2MA regarding your profile, (2) close your account.

If you terminate your membership, your information will generally be removed from the Service within 24 hours. We generally delete closed account information and will depersonalize any logs or other backup information within 30 days of account closure, except as noted below.

### **3.2. Data Retention**

We retain the personal information you provide while your membership is in existence or as needed to provide you services. 2MA may retain your personal information even after you have closed your account if retention is reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes between Members, prevent fraud and abuse, or enforce this Privacy Policy and our User Agreement. We may retain personal information, for a limited period of time, if requested by law enforcement. 2MA's Customer Service may retain information for as long as is necessary to provide support-related reporting and trend analysis only, but we generally delete or de-personalize closed account data consistent with Section 3.1.

### **3.3. Your Obligations**

You must, at all times, abide by the terms and conditions of the current Privacy Policy, User Agreement, and other policies of 2MA. This includes respecting all intellectual property rights that may belong to third parties, such as trademarks or copyrights.

You must not upload or otherwise disseminate any information that may infringe on the rights of others or which may be deemed to be injurious, violent, offensive, racist, or xenophobic, or which may otherwise violate the purpose and spirit of 2MA and its community of Members.

You must keep your username and password confidential and not share it with others.

Any violation of these guidelines or those detailed in our User Agreement or elsewhere may lead to the restriction, suspension, or termination of your account at the sole discretion of 2MA.

## **4. Changes to this Privacy Policy**

We may change this Privacy Policy from time to time. If we make significant changes in the way we treat your personal information, or to the Privacy Policy, we will provide notice to you on the Services or by some other means, such as email. Please review the changes carefully. If you agree to the changes, simply continue to use our Services. If you object to any of the changes to our terms and you no longer wish to use 2MA, you may close your account(s). Unless stated otherwise, our current Privacy Policy applies to all information that 2MA has about you and your account. Using 2MA after a notice of changes has been communicated to you or published on our Services shall constitute consent to the changed terms or practices.

## 5. Security

We have implemented security safeguards designed to protect the personal information that you provide in accordance with industry standards. Access to your data on 2MA is password protected, and sensitive data (such as credit card information) is protected by SSL encryption when it is exchanged between your web browser and the 2MA Services. We also offer secure https access to the the 2MA.com website.

To protect any data you store on our servers, we also regularly monitor our system for possible vulnerabilities and attacks.

However, since the Internet is not a 100% secure environment, we cannot ensure or warrant the security of any information that you transmit to 2MA. There is no guarantee that information may not be accessed, disclosed, altered, or destroyed by breach of any of our physical, technical, or managerial safeguards.

It is your responsibility to protect the security of your login information. Please note that communication with other Members is not encrypted, and we strongly advise you not to communicate any confidential information through these means. Please help keep your account safe by using a strong password.

### How To Contact Us

If you have questions or comments about this Privacy Policy, please contact us online or by physical mail at:

2MA

Hobrede 9

1477 EH Hobrede

The Netherlands