

IER PRIVACY STATEMENT

Last updated: February 8, 2023

The purpose of this Privacy Statement is to describe how International Expert Resources (IER), Official US Designated J1 Teacher Sponsor, collects, uses, and shares information about three categories, specifically (i) teacher applicant (ii) j1 visa holder under the IER sponsorship, and (iii) partner host schools. Please read this Privacy Statement carefully to understand what we do and how we treat your personal data. If you do not understand any aspects of this Privacy Statement, please feel free to contact us at teach@ier.io.

By applying and participating in the Exchange Teacher Program under IER Sponsorship in any manner, you acknowledge that you accept the practices and policies outlined below, and you hereby consent that we will collect, use, and share your information as described in this Privacy Statement.

Exchange Visitor Privacy

I. What Personal Data Do We Collect

We generally process the following personal data about you over the course of your application, job acceptance, and your official participation throughout the entire duration of the program. Below are information or data we collect including but not limited to:

- Your personal information, including your name, gender, date of birth, nationality, details of family members, job history, education details, general health, travel history, previous and ongoing visa application, work preference, and all details relative to your teaching profession.
- Your contact information, including your home and postal address, telephone number, email address, country of residence, and social media profiles.
- Your identification numbers, including government-issued identification numbers like teaching license, driver's license, and/or passport information.
- Your performance and service records, including character reference from your home country or your host school evaluation or feedback from the host school.
- Payroll information, including your salary details, as stipulated in the confirmation of hiring and school contract, and a supporting document for the J2 application, if applicable
- Other media types including photos, audio or video recordings, print or online published articles relative to teacher application and participation in the program

We most often collect personal data about you directly from you in the course of your application and participation in the Cultural Exchange Program. We may also use other sources, subject to restrictions under applicable law, to assist in obtaining relevant personal data about you. For example, if you work with third parties in which you have signed a Third-Party Understanding Agreement, that helps you with the placement.

II. How Do We Collect Information

1. IER collects Personal Data that you provide to us directly when you

- i. Send an email to IER inquiry about the program and your expression of interest to participate
- ii. Complete the IER Prerequisite or required Information listed on IER website
- iii. Complete the English language assessment conducted by IER
- iv. Submit the IER Background Check and your identified character references have sent to IER the accomplished Professional Reference Check
- v. Submit the IER Video profile that expresses your interest and motivation to participate in the program.
- vi. Attend the IER Screening and Program Orientation in which set of questions about personal, work background, and health related questions are being asked by a program staff to conduct initial assessment of teacher's eligibility in the program
- vii. Submit all the supporting documents in the IER Application Checklist to verify the following: your educational attainment, teaching status at the time of application, prior teaching experience, security background check, English language proficiency, and other pertinent information relative to the requirements for teacher's eligibility in the program.
- viii. Share your Emergency Contact Information
- ix. Report your US contact phone and address after your arrival in the U.S
- x. Submit annual school contract or job offer
- xi. Submit annual housing lease/rental agreement in the US
- xii. Submit the requirements for the J2 dependents application
- xiii. Submit insurance requirements and your accompanying spouse and children, as j2 dependents, if applicable
- xiv. Communicate to IER your international travel plan
- xv. Report and share the result of your performance evaluation
- xvi. Submit annual cross-cultural exchange activity reports
- xvii. Notify IER of any changes in your current contact info or site of activity
- xviii. Consult the sponsor for any matter concerning the program
- xix. Report an incident relative to your health or work environment
- xx. Share any information when you contact IER

2. IER collects information provided by the Third Parties

A third party may be categorized into three categories:

- i. Local or international-based company in which the primary service is consultancy, recruitment, placement, and/or talent agency that provides professional services to teachers, who did not apply directly to IER
- ii. Accredited Schools in the United States and in the home country of the exchange teachers
- iii. Character reference of the exchange teachers
- iv. Other government or private institutions to verify the teacher's information submitted during the application and throughout his/her participation in the program as J1 teacher.

III. How Do We Use the Information

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- i. Communication and Identification - We use your Personal Information to identify you and to communicate with you.
- ii. Teacher Placement – We use your personal information to help you find a host school, by evaluating your credentials, employment history and references that will match the needs of the host school. For this reason, the host school, upon their request, may have an access on the following documents.
 - Certificate of Employment/Appraisal/Work Experience Verification
 - Transcript of Record, Diploma and Course Evaluation
 - Character Reference
 - Criminal Background Clearance
 - Health Record
 - Teaching License/Certificate of Good Standing
 - English Assessment Results/Certifications
 - Resume/CV
- iii. Safety and Security Measurement – We use your personal data to monitor your safety and well-being during the duration of the program in your respective host school, as you, exchange teacher, and the host school, send feedback and communicate concerns related to the program, as stipulated in the IER agreement, signed by the sponsor, teacher, and host school
- iv. Monitoring and Evaluation Purpose – we use your personal data in compliance with the regulations and guidelines of the Exchange Visitor Program set by the Department State, like in submission of reports including but not limited to status report, annual report, growth report, and among others.
- v. **Marketing Materials – we also use your selected information such as but not limited to: video profile, cross-cultural activities, accomplishment/achievements in the official online sites of IER including social networks**

IV. How Do We Store and Protect Your Data

- i. We seek to protect your Personal Data from unauthorized access, use and disclosure. The Sponsor will ensure that personal data under its custody are protected against any unlawful destruction, alteration, and disclosure as well as against any other unlawful processing. Although we work to protect the security of your data that we hold in our records, please be aware that no method of transmitting data over the internet or storing data is completely secure.
- ii. We retain Personal Data as part of the business management, monitoring and evaluation functions, in accordance with the regulations set by the State Department under the Exchange Visitor Program.
- iii. In some cases, we retain Personal Data for extended period, to comply with our legal obligations, resolve disputes or any kind or is otherwise permitted or required by applicable law, rule, or regulation.
- iv. We may further retain information in an anonymous or aggregated form where that information would not identify you personally.

V. Disclosure of Data

The Sponsor acts to protect your Personal Information and ensure that unauthorized individuals do not have access to your Information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate, your express written permission, except under the following circumstances.

- i. Legal requests and investigations. We may disclose your Personal Information when such disclosure is reasonably necessary (i) to prevent fraud; (ii) to comply with any applicable statute, law, rule, or regulation; or (iii) to comply with a court order.
- ii. Host School. We may disclose your Personal Information for recruitment, selection, and hiring process.
- iii. Protection of Company and Other. We may release Personal Information when we believe release is necessary to comply with the law; enforce or apply our policies and other agreements; or protect the rights, property, or safety of Company, our employees, or others. This disclosure will never, however, include selling, renting, sharing, or otherwise disclosing your Personal Information for commercial purposes.

Host School Privacy

We use your Personal Information that may include but not limited to your name, position, affiliation, and email address to communicate with you any matter related to the Exchange Teacher Program under IER Sponsorship. IER will not disclose your personal information to any third parties without your explicit permission except for the following circumstances:

- i. For direct communication with the hired Exchanged Teachers in your school
- ii. Reports submitted in compliance with the regulations and standards set by the State Department under the Exchange Visa Program that may include but not limited to the midterm evaluation, cross-cultural activity, and reference for the exchange teacher

Generally, all information about the host school and all communications received via email or phone call from the host school will be treated with confidentiality and will only be used in accordance with the requirements and guidelines set by the Exchange Visitor Program that may include but not limited to the agreement signed by the sponsor, exchange teacher and host school.

Changes to the Privacy Policy

We're constantly trying to improve our services, so we may need to change this Privacy Statement from time to time, but we will alert you to any such changes by placing a notice on the IER website and/or by sending you an email and/or by some other means.

Contact Information:

If you have any questions or comments about this Privacy Statement, the ways in which we collect and use your Personal Data or your choices and rights regarding such collection and use, please do not hesitate to contact us at:

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