

Privacy Policy for *CPAHelper.org* site

At CPAHelper, accessible from <https://cpahelper.org>, one of our main priorities is the privacy of our visitors. This Privacy Policy document contains types of information that is collected and recorded by CPAHelper and how we use it.

If you have additional questions or require more information about our Privacy Policy, do not hesitate to contact us.

This Privacy Policy applies only to our online activities and is valid for visitors to our website with regards to the information that they shared and/or collect in CPAHelper. This policy is not applicable to any information collected offline or via channels other than this website.

Consent

By using our website, you hereby consent to our Privacy Policy and agree to its terms.

Information we collect

The personal information that you are asked to provide, and the reasons why you are asked to provide it, will be made clear to you at the point we ask you to provide your personal information.

If you contact us directly, we may receive additional information about you such as your name, email address, phone number, the contents of the message and/or attachments you may send us, and any other information you may choose to provide.

When you register for an Account, we may ask for your contact information, including items such as name, company name, address, email address, and telephone number.

How we use your information

We use the information we collect in various ways, including to:

- Provide, operate, and maintain our website
- Improve, personalize, and expand our website
- Understand and analyze how you use our website
- Develop new products, services, features, and functionality
- Communicate with you, either directly or through one of our partners, including for customer service, to provide you with updates and other information relating to the website, and for marketing and promotional purposes
- Send you emails
- Find and prevent fraud

Log Files

CPAPhelper follows a standard procedure of using log files. These files log visitors when they visit websites. All hosting companies do this and a part of hosting services' analytics. The information collected by log files include internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date and time stamp, referring/exit pages, and possibly the number of clicks. These are not linked to any information that is personally identifiable. The purpose of the information is for analyzing trends, administering the site, tracking users' movement on the website, and gathering demographic information.

Cookies and Web Beacons

When you use our site, cpaphelper.org, cookies are used on your computer, smartphone or tablet. These cookies are only there to help with site navigation and apply only to users of our site. This page will help you better understand how cookies work and how to adjust your cookie settings.

Functional cookies

Functional cookies are used to:

- store your connection data
- make your connection to the site more secure

Analytical cookies

Analytical cookies are used to:

- improve site performance by reducing page loading times
- improve your user experience

Accepting or refusing use of cookies

There are a few ways that you can manage cookies:

1) Your internet browser settings

Whenever you want, you can choose to disable cookies. Your browser can also be set to notify you of the cookies that are stored on your computer and prompt you to accept them or not. You can accept or refuse cookies on a case-by-case basis or refuse them all... forever!

Please note that this setting is likely to change your conditions of access to our services that require the use of cookies.

If your browser is configured to refuse all cookies, you might not be able to take part in surveys. In order to manage cookies as closely as possible to your expectations, we would invite you to set your browser taking into account the purpose of cookies as mentioned above.

In detail, here's how to control or prevent the registration of cookies:

The configuration of each browser is different. You should find a description in your browser's 'Help' function, which will provide instructions on how to set your cookies in the way that you want them. You can disable cookies by following the following instructions:

a) Internet Explorer

- In Internet Explorer, click the Tools button, and then click Internet Options
- On the General tab, under Browsing History, click Settings
- Click the View Files button
- Click the Name column header to sort all files in alphabetical order, then browse through the list until you see files that begin with "cookie" (all cookies have this prefix and usually contain the name of the website that created the cookie)
- Select the cookie(s) with the name "cpaphelper" and delete them
- Close the window that contains the list of files, and then click OK twice to return to Internet Explorer

b) Firefox

- Go to the "Tools" tab of the browser and select the "Options" menu
- In the window that appears, choose "Privacy" and go to "Cookies and site data"
- Click on "Manage exceptions", fill in "cpaphelper.org" and click "Block" or "Allow"

c) Safari

- In your browser, choose Edit menu > Preferences
- Click Security
- Click Show Cookies
- Select cookies that contain the name "cpaphelper" and click Clear or Delete all
- After deleting cookies, click Done

d) Google Chrome

- Click the Tools menu icon
- Select Options
- Click the Advanced Options tab and go to the "Privacy" section
- Click the Show Cookies button
- Locate the files that contain the name "cpaphelper". Select them and delete them
- Click "Close" to return to your browser

Use of personal information

.To ensure maximum clarity and transparency to all our users/panelists, the table below contains a **summary of how the CPAPhelper-AI&M Testing site uses your personal information.**

What?	Why? - Main purposes -	Who has access to this data? - Recipients -
Profile information		
Form to be completed applying -		
Email address	<ul style="list-style-type: none"> To send invitations to participate in studies, and information (e.g.: important updates) 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Title	<ul style="list-style-type: none"> For certain studies: <ul style="list-style-type: none"> - to pre-target participants by gender (male/female) - analysis of questionnaire responses by gender (male/female) 	<ul style="list-style-type: none"> CPAPhelper-AI&M
First name and surname	<ul style="list-style-type: none"> To send compensation (gift vouchers) 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Date of birth	<ul style="list-style-type: none"> To calculate your age 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Your age <i>Calculated from your date of birth</i>	<ul style="list-style-type: none"> For certain studies: <ul style="list-style-type: none"> - to pre-target participants by age group - analysis of questionnaire responses by gender (male/female) 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Postal address	<ul style="list-style-type: none"> To send vouchers and test materials by post 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Postcode <i>Retrieved from your postal address</i>	<ul style="list-style-type: none"> For certain surveys: <ul style="list-style-type: none"> - to pre-target participants by geographic area - analysis of questionnaire responses by geographic area 	<ul style="list-style-type: none"> CPAPhelper-AI&M
Cell phone number	<ul style="list-style-type: none"> Secure creation of your connection 	<ul style="list-style-type: none"> CPAPhelper-AI&M

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Your answers recorded from profile questionnaires	<ul style="list-style-type: none">• For certain studies:<ul style="list-style-type: none">- to pre-target participants by profile information- analysis of questionnaire responses by profile information	<ul style="list-style-type: none">• CPAPhelper-AI&M
Research questionnaires hosted by the CPAPhelper-AI&M group		
Your answers to our quantitative survey questionnaires	<ul style="list-style-type: none">• Statistical processing	<ul style="list-style-type: none">• CPAPhelper-AI&M
Your answers to our recruitment questionnaires	<ul style="list-style-type: none">• To recruit participants for our qualitative studies	<ul style="list-style-type: none">• CPAPhelper-AI&M
	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•
Information collected outside of forms and questionnaires		
The date and time you last logged into our site	<ul style="list-style-type: none">• To facilitate the management and monitoring of your CPAPhelper account and your activity through our site	<ul style="list-style-type: none">• CPAPhelper-AI&M
The dates and times you participate in research questionnaires	<ul style="list-style-type: none">• To facilitate the management and monitoring of your activity through our site• For certain studies: analysis of answers to questionnaires by time of participation	<ul style="list-style-type: none">• CPAPhelper-AI&M
Response times for each research questionnaire	<ul style="list-style-type: none">• To facilitate the management and monitoring of your activity through our site• For certain studies: analysis of answers to questionnaires by time of participation	<ul style="list-style-type: none">• CPAPhelper-AI&M
	<ul style="list-style-type: none">•	<ul style="list-style-type: none">•
Your country of origin <i>Recorded each time you participate in a research questionnaire, based on your IP address</i>	<ul style="list-style-type: none">• To facilitate the management and monitoring of your activity through our site• For certain studies: analysis of answers to questionnaires by their country of origin	<ul style="list-style-type: none">• CPAPhelper-AI&M
The type of device	<ul style="list-style-type: none">• To facilitate the management and	<ul style="list-style-type: none">• CPAPhelper-

used when you participate in each research questionnaire	monitoring of our activity through our site <ul style="list-style-type: none"> • To identify any bugs in the study questionnaires depending on medium used (computer, tablet or smartphone) • For certain studies: analysis of answers to questionnaires by medium used 	AI&M
The type of web browser used when you participate in each research questionnaire	<ul style="list-style-type: none"> • To facilitate the management and monitoring of your activity through our site • To identify any bugs in the study questionnaires depending on web browser used • For certain studies: analysis of answers to questionnaires by medium used 	<ul style="list-style-type: none"> • CPAPhelper-AI&M
Your participation history in research questionnaires	<ul style="list-style-type: none"> • To facilitate the management and monitoring of your activity through our site 	<ul style="list-style-type: none"> • CPAPhelper-AI&M

Third Party Privacy Policies

CPAPhelper 's Privacy Policy does not apply to other advertisers or websites. Thus, we are advising you to consult the respective Privacy Policies of these third-party ad servers for more detailed information. It may include their practices and instructions about how to opt-out of certain options.

You can choose to disable cookies through your individual browser options. To know more detailed information about cookie management with specific web browsers, it can be found at the browsers' respective websites.

GDPR Data Protection Rights

We would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request that we complete the information you believe is incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us.

Children's Information

Another part of our priority is adding protection for children while using the internet. We encourage parents and guardians to observe, participate in, and/or monitor and guide their online activity.

CPAPhelper does not knowingly collect any Personal Identifiable Information from children under the age of 18. If you think that your child provided this kind of information on our website, we strongly encourage you to contact us immediately and we will do our best efforts to promptly remove such information from our records.

(last update: 12 Jan 2021)