

General Motors Training Privacy Statement

Center of Learning

GM U.S.

GM MEXICO

GM MÉXICO (ESPAÑOL)

FLEET / ADI / UTI / MILITARY VETERANS / SHIFTING GEARS / TAC

GM U.S.

This General Motors Training Privacy Statement ("Privacy Statement") sets out how General Motors and its third party vendor(s) implementing the Center of Learning (CoL) website at www.centeroflearning.com uses and protects any information that you give GM when you use this website. GM is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Privacy Statement

What we Collect

We may collect the following information:

- Name and job title
- Contact information including phone number and an email address
- Learning Management System (LMS) Training ID, General Motors Identification Number (GMIN)
- Primary language preference
- Other information relevant to participant surveys

What we do with the Information we Gather

We require this information to understand your training needs and provide you with a better service, as well as for the following purposes:

- Internal record keeping
- Improving future training services
- Registering users on the website
- To respond to requests for information or to answer questions you may have
- To maintain a record of your training history
- We may periodically send a training related email about new course information which we think you might find interesting using the email address which you have provided (refer to "Controlling your Personal Information" on page 2 for information on opting out).
- From time to time, we may also use your information to contact you for training surveys. We may contact you by email, phone, fax or mail.
- We may use the information to customize the website according to your training profile.
- We may share personal information about you with our GM approved affiliates for the purpose of communicating your training history for applicable GM performance incentives.
- We may disclose your personal information as required by law, in conjunction with a government inquiry, or in litigation or dispute resolution.

GM will only share personal information collected from you with GM approved affiliates, as noted above, or with our third party vendors for the exclusive purpose of providing the training available on this website. Your information will not be used for marketing or purposes not related to the Center of Learning.

Security

GM recognizes the importance of safeguarding consumer personal information in GM's possession from theft, inappropriate use, or improper distribution. It should, however, be recognized that no company can perfectly protect personal information at all times, and under all circumstances. GM's responsibility is to use reasonable efforts to protect this information (e.g., your information is encrypted when submitted to the CoL website).

How we use Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyze web traffic or informs you when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes, and dislikes by gathering and remembering information about your preferences.

Using cookies on our sites provides benefits to you, such as allowing you to maintain your session login information during a visit. Cookies and other tracking devices may be used to tell us the time and length of your visit, the pages you look at on our site, and the name of your Internet service provider.

Overall, cookies help us provide you with a better website. A cookie in no way gives us access to your computer or any personal information about you.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other Websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your Personal Information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look to see if the information is optional or required. Required fields are denoted by an asterisk (*).
- From your profile page you can select the option to opt out of various email communications.

To update your information, you (or your supervisor) may visit the profile page of the CoL website.

If you have concerns or questions regarding our privacy practices, you may contact us through the website 'Contact Us' page, or by phone 1-888-748-2687.

Changes

We retain the right to change this Privacy Statement. All such changes will be posted to this page.

This Privacy Statement does not constitute a contract between GM and any CoL site user, and it does not create an employment relationship or modify the terms and conditions of an existing employee's employment relationship.

GM Mexico

This General Motors Training Privacy Statement ("Privacy Statement") sets out how General Motors LLC, its affiliates and its third party vendor(s) implementing the GM Training website at www.gmtraining.com uses and protects any information that you give GM when you use this website. General Motors LLC is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this Privacy Statement.

Identification of the Responsible to treat Personal Information

The legal entity responsible to collect and treat personal information is General Motors LLC with domicile at 300 Renaissance Center Detroit MI 48323.

What we Collect

We may collect from you the following personal information:

- Name and job title
- Contact information including phone number and an email address
- Learning Management System (LMS) Training ID, General Motors Identification Number (GMIN) and GMCL Personal Identification (PID) number (Canadian Users only)
- Demographic information such as primary language, other information relevant to participant surveys.

Please note that at the time that you provide us your personal information, you are consenting to treat it for the purposes below mentioned and in the terms provided herein.

What we do with the Information we Gather

We require this information to understand your training needs and provide you with a better service, as well as for the following primary purposes: Internal record keeping.

- Improving future training services.
- Registering users on the website
- To respond to requests for information or to answer questions you may have.
- To maintain a record of your training history.
- We may periodically send a training related email about new course information which we think you might find interesting using the email address which you have provided (refer to "Controlling your Personal Information" on page 2 for information on opting out).
- From time to time, we may also use your information to contact you for training surveys. We may contact you by email, phone, fax or mail.
- We may use the information to customize the website according to your training profile.
- We may share personal information about you with our GM approved affiliates for the purpose of communicating your training history for applicable GM performance incentives.
- We may disclose your personal information as required by law, in conjunction with a government inquiry, or in litigation or dispute resolution.

GM will only share personal information collected from you with GM approved affiliates, as noted above, or with our third party vendors for the exclusive purpose of providing the training available on this website. Your information will not be used for marketing or purposes not related to GM training.

Mexican Users: Your personal information might be transferred and treated outside of the Mexican United States by GM approved affiliates and/or our third party vendors. Based on that and in accordance to articles 36 and 37 of the Federal Data Protection Law ("Ley Federal de Protección de Datos Personales en Posesión de los Particulares") and article 68 of its regulation ("Reglamento de la Ley Federal de Protección de Datos Personales en Posesión de los Particulares"), your personal information might be transferred without your consent only to (i) GM approved affiliates and/or (ii) third party vendors to whom we have a commercial relationship. GMM will not transfer your personal data to other third parties without your consent.

Security

GM recognizes the importance of safeguarding consumer personal information in GM's possession from theft, inappropriate use, or improper distribution. It should, however, be recognized that no company can perfectly protect personal information at all times, and under all circumstances. GM's responsibility is to use reasonable efforts to protect this information (e.g., your information is encrypted when submitted to the GM Training website).

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Using cookies on our sites provides benefits to you, such as allowing you to maintain your session login information during a visit. Cookies and other tracking devices may be used to tell us the time and length of your visit, the pages you look at on our site, and the name of your Internet service provider.

Overall, cookies help us provide you with a better website. A cookie in no way gives us access to your computer or any personal information about you.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other Websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Privacy Statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your Personal Information

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- Whenever you are asked to fill in a form on the website, look to see if the information is optional or required. Required fields are denoted by an asterisk (*).
- From your profile page you can select the option to opt out of various email communications.

To update your information, you (or your supervisor) may visit the Profile Management page of the CoL website.

US Users: If you have concerns or questions regarding our privacy practices, you may contact us through the website 'Contact Us' page, or by phone 1-888-748-2687.

Mexican Users: You have the right to request us to access, rectify, cancel or oppose to the treatment of your personal information at any time and when legally applicable, as well as to revoke your consent. You may exercise such rights through the proceedings and templates that GMM has in place and for that purposes you may contact the GMM's Call Center at 01 (55) 59013519/21/24/25 or by e-mail at aistencia.gmmexico@gm.com.

Changes

We retain the right to change at any time this Privacy Statement. All such changes will be posted to this page or by any other mean that GM may determine for that purposes.

This Privacy Statement does not constitute a contract between GM and any CoL site user, and it does not create an employment relationship or modify the terms and conditions of an existing employee's employment relationship.

GM México (Español)

Esta Declaración de privacidad de General Motors Training ("Declaración de privacidad") estipula cómo General Motors LLC, sus afiliadas y proveedor(es) externo(s) que implementan el sitio web de GM Training en www.gmtraining.com utilizan y protegen toda información que usted le brinda a GM cuando utiliza este sitio. General Motors LLC se compromete a asegurar que se proteja su privacidad. En caso de que le solicitemos proporcionar cierta información con la que pueda ser identificado al usar este sitio, puede estar tranquilo de que únicamente se utilizará de acuerdo con esta Declaración de privacidad.

Identificación del responsable de manejar la información personal

La entidad legal responsable de recabar y manejar información personal es General Motors LLC, con domicilio en 300 Renaissance Center Detroit, MI, 48323.

Qué recabamos

Podemos recabar la siguiente información personal sobre usted:

- nombre y puesto;
- información de contacto, incluyendo número telefónico y dirección de correo electrónico;
- ID de Capacitación del sistema LMS (*Learning Management System*), número de identificación de General Motors (GMIN) y número de identificación personal (PID) GMCL (solo para usuarios canadienses);
- información demográfica, tal como lengua principal, así como cualquier otra información relevante para las encuestas de participante.

Por favor tome en cuenta que, al momento de proporcionarnos su información personal, está consintiendo su manejo para los fines mencionados a continuación en los términos estipulados en este documento.

Lo que hacemos con la información que recabamos

Requerimos esta información para entender sus necesidades de capacitación y brindarle un mejor servicio, así como para los siguientes fines principales:

- Mantener registros internos.
- Mejorar servicios futuros de capacitación.
- Registrar usuarios en el sitio.
- Responder a solicitudes de información o contestar preguntas que pudiera tener.
- Mantener un registro de su historial de capacitación.
- Podemos enviar periódicamente un correo de capacitación con información sobre un curso nuevo que pensemos pueda interesarle utilizando el correo electrónico que proporcionó (consulte "Control de su información personal" en la página 2 para detalles sobre cómo declinar este uso).
- De vez en cuando, también podemos utilizar su información para contactarle y realizar encuestas de capacitación. Podemos hacerlo por correo electrónico, teléfono, fax o correo postal.
- Podemos utilizar la información para personalizar el sitio de acuerdo con su perfil de capacitación.

- Podemos compartir información personal sobre usted con nuestras afiliadas GM autorizadas con el fin de comunicarles su historial de capacitación para los incentivos de desempeño GM que correspondan.
- Podemos revelar su información personal en los casos requeridos por la ley, junto con una investigación gubernamental, o en un litigio o resolución de controversias.

GM solo compartirá la información personal obtenida de usted con afiliadas GM aprobadas, como se mencionó anteriormente, o con nuestros proveedores externos con el único fin de brindar la capacitación disponible en este sitio. Su información no se utilizará para marketing o cualquier otro fin no relacionado con capacitación GM.

Usuarios de México: Su información personal podría ser transferida y manejada fuera de los Estados Unidos Mexicanos por parte de las afiliadas GM aprobadas y/o nuestros proveedores externos. Con base en esto y en concordancia con los artículos 36 y 37 de la Ley Federal de Protección de Datos Personales en Posesión de los Particulares y el artículo 68 del Reglamento de la Ley Federal de Protección de Datos Personales en Posesión de los Particulares), su información personal podría transferirse sin su consentimiento únicamente a (i) afiliadas GM aprobadas y/o (ii) proveedores externos con quienes se tenga una relación comercial. GMM no transferirá sus datos personales a terceros sin su consentimiento.

Seguridad

GM reconoce la importancia de salvaguardar la información personal de los consumidores en posesión de GM de robo, uso inadecuado o distribución inapropiada. Sin embargo, se debe reconocer que ninguna compañía puede proteger a la perfección información personal en todo momento y en cualquier circunstancia. La responsabilidad de GM es realizar esfuerzos razonables para proteger esta información (p.e., encriptar su información cuando la envía al sitio web de GM Training).

Cómo utilizamos las *cookies*

Una *cookie* es un pequeño archivo que pide permiso para alojarse en el disco duro de su computadora. Una vez que usted acepta, se añade el archivo y la *cookie* ayuda a analizar el tráfico de red o le informa cuando visita un sitio particular. Las *cookies* les permiten a las aplicaciones web responderle como individuo. La aplicación puede adaptar sus operaciones a las necesidades, gustos y aversiones que usted tenga al reunir y recordar información sobre sus preferencias.

Utilizar *cookies* en nuestros sitios le otorga beneficios, como permitirle mantener su información de inicio de sesión durante una visita. Pueden utilizarse *cookies* y otros dispositivos de rastreo para decirnos la hora y duración de su visita, las páginas que ve en nuestro sitio y el nombre de su proveedor de internet.

En general, las *cookies* nos ayudan a ofrecerle un mejor sitio web. Una *cookie* de ninguna manera nos brinda acceso a su computadora o información personal sobre usted.

Puede elegir aceptar o declinar las *cookies*. La mayoría de navegadores web aceptan *cookies* automáticamente, pero por lo general usted puede modificar la configuración del navegador para rechazarlas si así lo prefiere. Esto puede impedirle aprovechar al máximo el sitio.

Enlaces a otros sitios web

Nuestro sitio puede contener enlaces que le permitan visitar otras páginas web de interés de forma sencilla. No obstante, una vez que utilice estos enlaces para abandonar nuestro sitio, debe tener en cuenta que no tenemos control sobre esos otros sitios. Por lo tanto, no podemos responsabilizarnos de la protección ni privacidad de ninguna información que brinde mientras visita esos sitios que no están regidos por esta Declaración de privacidad. Debe tomar precauciones y revisar la declaración de privacidad que corresponda al sitio web en cuestión.

Control de su información personal

Puede elegir restringir la recolección o uso de su información personal de las siguientes formas:

- Siempre que se le pida llenar un formato en el sitio, revise si la información es opcional o requerida. Los campos requeridos se marcan con un asterisco (*).
- Desde la página de su perfil, puede seleccionar no recibir diversas comunicaciones por correo electrónico.

Para actualizar su información, puede visitar la página de Administración de perfil en el sitio web de Training.

Usuarios de EE.UU.: Si tienen dudas o preguntas respecto a nuestras prácticas de privacidad, nos pueden contactar a través de la página “Contáctenos” del sitio o por teléfono al 1-888-748-2687.

Usuarios de México: Tienen el derecho de solicitar acceder, rectificar, cancelar u oponerse al manejo de su información personal en cualquier momento y cuando corresponda legalmente, así como a revocar su consentimiento. Pueden ejercer estos derechos a través de los procedimientos y plantillas que GMM ha puesto a su disposición; para estos fines, pueden contactar el Call Center de GMM al 01 (55) 5901-3519/21/24/25 o por correo electrónico a aistencia.gmmexico@gm.com.

Cambios

Nos reservamos el derecho de cambiar esta Declaración de privacidad en cualquier momento. Tales cambios se publicarán en esta página o por cualquier otro medio que GM pueda determinar para ese fin.

Esta Declaración de privacidad no constituye un contrato entre GM y el usuario del sitio de capacitación ni crea una relación laboral o modifica los términos y condiciones de empleados actuales.

Fleet / ADI / UTI / Military Veterans / Shifting Gears / TAC

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