



S A B I T

## Privacy Policy Statement

Thank you for your interest in the Special American Business Internship Training Program (SABIT), a program of the International Trade Administration at the U.S. Department of Commerce. Certain information about SABIT Program candidates and participants is required for the SABIT to administer the program, to evaluate its quality and effectiveness, and to develop new projects. This policy establishes how we handle information we learn from you when you apply to the program. We collect no personally identifiable information about you when you visit our websites ([www.trade.gov/sabit](http://www.trade.gov/sabit), [www.sabitprogram.org](http://www.sabitprogram.org)) unless you choose to provide that information to us. The specific practices outlined in this privacy statement apply to the SABIT Program alone.

The SABIT Program firmly adheres to the principle of confidentiality of the information received from program candidates and participants and uses the information in accordance with this Privacy Policy Statement. *The principles stated herein are binding only on the SABIT Program.*

### 1. Content and Means of Compiling Information

Information about program candidates and past and current participants consists of data contained in their program applications, information derived from interviews with them, and information gathered in the course of the program relating to the administration of the program. This information, in addition to contact information, education, professional experience, and information on the place, position, and nature of work of participants may include personal information.

The SABIT Program stores this information in printed and electronic form. Some information, such as contact information, is continually updated so that SABIT Program staff can remain in contact with program participants in order to offer supplemental information about new programs and projects as well as to obtain the participants' evaluation of the effectiveness of program.

### 2. Use of Information

Information, which is compiled as described above, may be:

- ◆ Used by qualified selection personnel, vetted by, or employed by the SABIT Program to review the candidacy of applicants to the program;
- ◆ Submitted to the Program's funding organizations (e.g., U.S. Department of State and USAID) and implementing organization (U.S. Department of Commerce) as required;
- ◆ Submitted to potential host universities, commercial companies, or other participating organizations;

- ◆ Used for the evaluation of an individual's participation in the program and adherence to norms and rules established by the program;
- ◆ Used for notifying past program participants of upcoming events and about new programs and projects they may participate in;
- ◆ Used in the collection of data for program evaluation purposes;
- ◆ Provided to participants and alumni of this and other U.S. government-sponsored programs for the purpose of fostering alumni networking.

Information about individuals—program candidates and participants—may also be used by the SABIT Program for the purpose of statistical and evaluative research of the program. Information analyzed for these purposes may be published only as aggregate statistical data unless cleared by the participant. Personal data are not subject to publication, except for contact information and information related to the U.S. professional program (such as industry program name), to subsequent involvement in alumni programming (such as participation in events for alumni), as well as information provided to the SABIT Program by the participant or alumnus/a (unless the participant or alumnus/a expressly prohibits publication of said material).

By applying to the SABIT Program, you are hereby agreeing to the terms of collection, use, retention, and dissemination of information about you in accordance with the conditions outlined above.