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Privacy Policy

Last Updated: May 12, 2004

Your privacy is our top concern. We work hard to earn and keep your trust, so we adhere to the following principles to protect your privacy:



- We will never rent or sell your personal information to third parties for marketing purposes
- We will never share your contact information with another user, unless both of you choose to contact one another
- Any sensitive information that you provide will be secured with all industry standard protocols and technology

Please read this privacy policy to learn more about:

1. What personally identifiable information of yours is collected by LinkedIn.
2. How the information is used.
3. With whom the information may be shared.
4. How you can access and change your Account information.
5. What security procedures are in place to protect the loss, misuse or alteration of information collected by LinkedIn.
6. How to contact us.

LinkedIn is a licensee of the TRUSTe Privacy Program. TRUSTe is an independent, non-profit organization whose mission is to enable individuals and organizations to establish trusting relationships based on respect for personal identity and information by promoting the use of fair information practices. This privacy statement covers the site www.linkedin.com. Because we want to demonstrate our commitment to our users' privacy, we have agreed to disclose our privacy practices and have them reviewed for compliance by TRUSTe.

If users have questions or concerns regarding this statement, you should first contact LinkedIn by email at privacy@linkedin.com. If you do not receive acknowledgment of your inquiry or it is not satisfactorily addressed, you should then contact TRUSTe through the TRUSTe Watchdog Dispute Resolution Process (<http://www.truste.org/watchdog.html>). TRUSTe will serve as a liaison with the Web site to resolve users concerns. However, please understand that the TRUSTe program only covers information collected through the Web site, and does not cover information that may be collected through software downloaded from the site.

We participate in the EU Safe Harbor Privacy Framework as set forth by the United States Department of Commerce. As part of our participation in the safe harbor, we have agreed to TRUSTe dispute resolution for disputes relating to our compliance with the Safe Harbor Privacy Framework. If you have any complaints regarding our compliance with the Safe Harbor you should first contact us.

If contacting us does not resolve your complaint, you may raise your complaint with TRUSTe by Internet at <http://www.truste.org/watchdog.html>, fax at 408-494-4960,

or mail at WatchDog Complaints, TRUSTe, 1180 Coleman Ave, Suite 202, San Jose, CA, USA 95110. If you are faxing or mailing TRUSTe to lodge a complaint, you must include the following information: the name of company, the alleged privacy violation, your contact information, and whether you would like the particulars of your complaint shared with the company. For information about TRUSTe or the operation of TRUSTe's dispute resolution process, see http://www.truste.org/users/users_watchdog_intro.html or request this information from TRUSTe at any of the addresses listed above. The TRUSTe dispute resolution process shall be conducted in English.

Information Collection

Registration:

In order to become a LinkedIn user, you must first create an account on this web site. To create an account you are required to provide the following contact information: name, email address, country, ZIP/postal code), a brief summary of your professional background (current occupation & networking objectives), and choose a password.

Profile Information:

Once a user, you may provide additional information in the Profile section describing your skills, professional experiences, and networking objectives. Providing additional information beyond what is required at registration is entirely optional, but enables you to better identify yourself and find new opportunities in the LinkedIn system. Your Profile information can only be viewed by other LinkedIn users in your network. We make strong efforts to prevent and discourage users from placing email addresses or other contact information in their Profile.

Information about your Contacts

In order to invite others to connect with you directly in LinkedIn, you will enter their names and email addresses. This information will be used by LinkedIn to send your invitation including a message that you write. The names and email addresses of people that you invite will be used only to send your invitation and reminders.

You may also choose to manually enter or upload data about your contacts into a private "address book" section of our website. All information entered there will only be viewable by you and will not be searchable by others in the LinkedIn network without your permission.

All information that you enter or upload about your contacts will be covered by the same terms of this privacy policy as cover your own personally identifiable information.

Cookies & Log Files:

Like most web sites, LinkedIn uses cookies and web log files to track site usage. A cookie is a tiny data file which resides on your computer which allows LinkedIn to recognize you as a user when you return to our site using the same computer and web browser. Unfortunately, if your browser settings do not allow cookies, you will not be able to use our website. Like the information you enter at registration or in your Profile, cookie and log file data is used to customize your experience on the web site.

One type of cookie, known as a "persistent" cookie, is set once you've logged in to your LinkedIn account. The next time you visit the LinkedIn web site, the persistent cookie will allow us to recognize you as an existing user so you will not need to log in before using the service. In order to access or change any of your private information (like a credit card number), however, you must log in securely again

with your password even if your computer contains your persistent cookie. Additionally, if you log out of the LinkedIn site you will need to re-enter your password the next time you visit in order to log in to your account. Another type of cookie, called a “session” cookie, is used to identify a particular visit to the LinkedIn site. Session cookies expire after a short time or when you close your web browser.

Due to the communications standards on the Internet, when you visit the LinkedIn web site we automatically receive the URL of the site from which you came and the site to which you are going when you leave LinkedIn. We also receive the Internet protocol (IP) address of your computer (or the proxy server you use to access the World Wide Web), your computer operating system and type of web browser you are using, as well as the name of your ISP. This information is used to analyze overall trends to help us improve the LinkedIn service, but is not linked to personally identifiable information in any way.

Children:

Children are not eligible to use our service and we ask that minors (under the age of 18) do not submit any personal information to us or use the service.

Information Use

LinkedIn is an online service dedicated to helping all types of professionals more effectively connect with one another. The information you choose to provide on this site is used to help you describe yourself to other users. In addition, LinkedIn collects certain types of information in order to operate and improve our service to you and other users. LinkedIn, Ltd is the sole owner of the information collected on this site.

LinkedIn Communications:

LinkedIn will communicate with you through email and notices posted on this website. These include a series of up to five welcome emails which help inform new users about various features of the service. Please be aware that you will always receive certain emails from LinkedIn related to the proper functioning of your account, such as email notices when another user in your network sends you an opportunity. LinkedIn may send you promotional information unless you have opted out of receiving such information. If you wish to opt-out of receiving promotional emails, please send a request to customer_service@linkedin.com.

Customized Content:

Information you provide at registration or in your Profile section is also used to customize your experience on the web site. For example, when you login to your account we will display the screen names of new users who have recently joined your network.

Information Sharing

Sharing Information With Third Parties:

LinkedIn takes the privacy of our users very seriously. We will never sell, rent, or otherwise provide your personally identifiable information to any third parties for marketing purposes. We will only share your information with third parties to carry out your instructions and to provide specific services. For instance, we use a credit card processing company to bill users for subscription fees. These third parties do not retain, share, or store any personally identifiable information except to provide these services and are bound by strict confidentiality agreements which limit their use of such information.

Partnering with Other Organizations to Offer Combined Services:

LinkedIn partners with other online services to give you the combined results of both services. For example we partner with DirectEmployers.com to let you use their services to find jobs and then to use LinkedIn to find trusted referrals to those jobs. Whenever we offer such combined services, it will be clear who the partner is and it will be your choice to make use of the combined services or not. In these cases, none of your personally identifiable information will be passed from LinkedIn to the partner. All information about people in your LinkedIn network is served by LinkedIn and contained in a frame at the top of the combined services display page. No personally identifying information is provided in that frame at any time.

Communications Between Users:

Many emails you initiate through LinkedIn, an invitation sent to a non-user for instance, will list your email address and name in the header of the message. Emails you initiate may also provide aggregate information about your network (for instance how many people are in your network), but will never list the people to whom you're directly connected. Other communications that you initiate through the LinkedIn website, like a request for contact, will list your name as the initiator but will not include your personal contact information. Your contact information will only be shared with another user if both of you have indicated that you would like to establish contact with each other.

Legal Disclaimer:

It is possible that we may need to disclose personal information when required by law. We will disclose such information wherein we have a good-faith belief that it is necessary to comply with a court order, ongoing judicial proceeding, or other legal process served on our company or to exercise our legal rights or defend against legal claims.

Accessing and Changing Your Account Information

You can review the personal information you provided us and make any desired changes to the information, or to the settings for your LinkedIn account, at any time by logging in to your account on the LinkedIn website and editing the information on your Profile page. You can also close your account through the LinkedIn website. If you close your LinkedIn account, we will remove your name and other personally identifiable information from our database. To request that we close your account and remove your information please send your request to customer_service@linkedin.com. Please send your request using an email account that you have registered with LinkedIn under your name. You will receive a response to requests sent to customer_service@linkedin.com within three business days of our receiving it.

Security

In order to secure your personal information, all communications between you and the LinkedIn website are protected through secure socket layer (SSL) encryption. Additionally, private information like your address or credit card number can be accessed only by providing your password.

Changes to this Privacy Policy

LinkedIn may update this privacy policy. In the event there are significant changes in the way we treat your personal information, we will send a notice to the primary email address specified in your LinkedIn account or by displaying a prominent notice on this site.

Questions or Comments

If you have questions or comments about this privacy policy, please email us at privacy@linkedin.com or contact us at:

LinkedIn, Ltd
Attn: Privacy Policy Issues
1975 W El Camino Real, Suite 307
Mountain View, CA 94040

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