



PEOPLE SCIENCE PRIVACY POLICY EFFECTIVE 24th APRIL 2020

Respecting your privacy

We are committed to compliance with privacy laws which apply to our business and which set out standards for the management of personal information. This policy outlines our personal information management practices, which apply to the personal information of individuals in respect of their dealings with People Science or interactions they have with a People Science online site, specifically:

- the type of personal information we collect and hold;
- how we collect and hold it;
- the purposes for which we collect, hold, use and disclose it;
- your right to access and seek correction of it;
- how you may complain about privacy matters; and
- our sharing of your personal information overseas.

There are some matters to which this policy does not apply. These are referred to below.

Before using our website, you are required to give specific consent to the processing of your personal data for the purposes set out in the section below: **Why do we collect, hold, use and disclose personal information?** By proceeding after reading this Privacy Policy you provide your consent to the processing of your personal data for the purposes set out below.

For the purposes of the *Data Protection Act 1998 (Act)* or, from 25 May 2018, the *General Data Protection Regulation (GDPR)*, the data processor is People Science Pty Ltd of PO Box Z5584, Western Australia, 6831, Australia.

Should you wish to withdraw your consent to our processing your personal data please contact us at: <https://web.people-science.com.au/contact.html>

Who are we?

In this policy, 'we' and 'People Science' are, individually and collectively, People Science Pty Ltd ABN 36 619 753 267 and its related bodies corporate.

What type of personal information do we collect and hold?

The personal information we collect and hold is what we consider reasonably necessary for our business functions and activities.

When we collect and hold personal information, it is generally of the kind we ask for to provide our services and what arises from those services, and includes your first name, surname, email address, phone numbers, date of birth, mother's maiden name and place of birth. We may also ask several optional demographic questions that are used to assist us with anonymous internal research and development purposes. That information includes the gender, year of birth, usual location, current or

previous job role, and comfort level in completing assessments. It will also extend to other personal information you make available to us and to our assessments of your attitudes, traits, values, abilities, behaviours, preferences and likely actions. We may also collect information including your IP address for assessment integrity purposes.

How do we collect and hold personal information?

Collection of personal information: When we collect personal information about you, we do so by making a record of it. We do this when:

- you communicate with us online, for example when you engage with us for the purpose of us making assessments of you;
- you request marketing materials such as whitepapers or subscribe to newsletters or blogs;
- you deal with us in other ways involving a need for personal information to be provided such as when you contact us.

The information you give us may include your name, address, e-mail address and phone number, day and month of birth, usual location and personal description.

Regarding each of your visits to our site we will automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, device type and location;
- information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), pages on our website for which you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page.

For **redemption candidates only** we may also collect personal information about you by accessing data from other sources (e.g. CV, video interviews, and responses provided by you to surveys and quizzes etc.) and then analysing that data together with the information we already hold about you to learn more for the purpose of the services we may provide to you or to our clients about you. Data from these sources will never be accessed without your express knowledge and approval. No personal information about you or requests for data from other sources will be sought, accessed, or analysed for individuals who complete a free or paid assessment. For more detail on how information from individuals who complete a free or paid assessment please see Clause 6 of the People Science User Agreement and in particular 6.4 <https://web.people-science.com.au/Privacy-Policy-User.pdf>

When you visit our websites, social media pages or mobile applications or click on our advertisements displayed on the online media of other companies, we may collect information about you using technology which is not apparent to you, for example “cookies”.

Holding of personal information:

Personal information we hold is generally stored in computer systems. These may be operated by us or by our service providers.

Why do we collect, hold, use and disclose personal information?

When we collect, hold and use your personal information, we do so primarily to provide assessments pursuant to our services and present those assessments to those who have engaged us.

We may collect, hold, use and disclose your personal information for purposes which are within

reasonable expectations or where permitted by law. When marketing to you, your personal information is only ever used or disclosed for our own purposes it will not be passed on to third parties for the purpose of marketing to you. You may opt out of our direct marketing to you. Our direct marketing materials will tell you how to do this.

We may de-identify your personal information. We may do this for use and disclosure of the anonymous data (e.g. normative data or “norms”) for various data analytics purposes.

The following subsections apply to residents in the UK and EU

We use information held about you in the following ways:

- processing of an enquiry form completed by you;
- processing and reporting on an assessment completed by you;
- processing a request expressing an interest in one or more of our products;
- providing your information to our marketing department who may contact you by post, telephone or email to request feedback and comments on our services or to provide information to you which may be of interest to you (your information will not be passed on to third parties for the purpose of marketing to you).;
- providing your information to our agents and service providers for the purposes set out above;
- if applicable processing your application for employment and we shall retain a copy of your CV in case of suitable future opportunities.

We will use information you give us:

- to carry out our obligations arising from any contracts entered between you and us and to provide you with the information, products and services that you request from us;
- to provide you with information about other goods and services we offer that are relevant to those that you have already purchased or enquired about;
- to provide you with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you. If you are a new customer, we will contact you by electronic means only if you have consented to this. You will be able to withdraw your consent by contacting us at <https://web.people-science.com.au/contact.html> to notify you about changes to our service; and
- to ensure that content from our site is presented in the most effective manner for you and for your computer.

We will use information we collect about you:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so; as part of our efforts to keep our site safe and secure;

Information we receive from other sources.

For **redeployment applicants only** we will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of your information

You agree that we have the right to share your personal information with analytics and search engine providers that assist us in the improvement and optimisation of our site.

We would only disclose your personal information to other third parties upon sale of our business to a third party wherein:

- If we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;
- If People Science or substantially all its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets; and
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of People Science, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where we store your personal data

All information you provide to us is stored on secure AWS servers and accessed through our System hosted on AWS and maintained by a permanent IT and development team. Credit card information is not stored by People Science as it is fully processed by a third party (PayPal). Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

How can you enquire about, access and correct your personal information?

Access: We will provide you with access to any of your personal information we hold (except in limited circumstances recognised by law). If you wish to access your personal information or have an enquiry about privacy, please contact our Privacy Officer

Privacy Officer
People Science Pty Ltd
ABN 36 619 753 267
PO Box Z5584
St Georges Tce. WA 6831
AUSTRALIA
Email: privacy@people-science.com.au
Telephone: +61 422 914 540

Before we provide you with access to your personal information we may require some proof of identity.

Correction: If you need to correct personal information we hold, please contact our Privacy Officer at one of the above contact points.

Californian Residents: Where applicable, California Civil Code Section § 1798.83 permits users of our website that are California residents to request certain information regarding our disclosure of personal information to third parties for their direct marketing purposes. To make such a request, please send an email to privacy@people-science.com.au or write us at:

Privacy Officer
People Science Pty Ltd
ABN 36 619 753 267
PO Box Z5584
St Georges Tce. WA 6831
AUSTRALIA

Limitation of Liability to UK Participants

Nothing in this Agreement restricts or excludes People Science's liability to UK Participants for death or personal injury caused by People Science's negligence or the negligence of People Science's employees, agents or subcontractors; fraud or fraudulent misrepresentation; or any other liability in respect of which it would be unlawful to restrict or exclude Our liability.

People Science does not warrant that the Service or the People Science System will always be available or be uninterrupted and People Science reserves the right to suspend, discontinue, withdraw or amend the Service or the People Science System or any content on it without notice to the Participant. From time to time, People Science may restrict access to some parts of the Service or the People Science System, or the entire Service or the People Science System, to all users and, if the need arises, People Science may close the Service or the People Science System indefinitely. People Science will not be liable to the Participant if for any reason the Service or the People Science System is unavailable at any time or for any period.

People Science will not be liable for any delays, delivery failures, or any other loss or damage resulting from the transfer of data over communications networks and facilities, including the internet, and the Participant acknowledges that the Service or the People Science System may be subject to limitations, delays and other problems inherent in the use of such communications facilities.

Any log-on credentials the Participant may have with People Science are personal to the Participant. The Participant must not allow another person to use the Participant's log-on credentials. People Science is not liable to the Participant for any loss or damage the Participant may suffer as a result of the use of the Participant's log-on credentials by another person, whether such use is with or without the Participant's consent.

People Science does not guarantee that the People Science System will be secure or free from bugs or viruses. The Participant is responsible for configuring his or her information technology, computer programs and platform in order to access the People Science System. The Participant should use his or her own virus protection software. People Science will not be liable for any loss or damage caused by a virus, distributed denial-of-service attack, or other technologically harmful material that may infect the Participant's computer equipment, computer programs, data or other proprietary material due to the Participant's use of the Service or the People Science System or to the Participant's downloading of any content on it, or on any website linked to it.

People Science will not be liable or responsible to the Participant for any failure to perform, or delay in performance of, any of its obligations under this Agreement that is caused by an event beyond its reasonable control.

To the extent that People Science's liability has not been limited or excluded under this clause 4, People Science is only responsible for loss or damage the Participant suffers that is a foreseeable result of its breach of the Agreement or its negligence, but it is not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if they were an obvious consequence of the breach or if they were contemplated by People Science and the Participant at the time the Agreement was entered into.

People Science's maximum aggregate liability to the Participant under or in connection with this Agreement, whether in contract, tort (including negligence) or otherwise, shall in all circumstances be limited to £50 (or its equivalent in any applicable currency). This limitation does not apply to the types of loss set out in the first paragraph above.

Advice about a UK Participant's legal rights is available from a local Citizens' Advice Bureau or Trading Standards office. Nothing in this Agreement will affect these legal rights.

How can you complain about our management of personal information?

If you wish to complain about a breach of the privacy rules that bind us, you may contact our Privacy Officer at one of the above contact points. We may ask you to put your complaint in writing and to provide details about it. We may discuss your complaint with our personnel and our service providers and others as appropriate.

Our Privacy Officer will investigate the matter and attempt to resolve it in a timely way. Our Privacy Officer will inform you in writing about the outcome of the investigation. If our Privacy Officer does not resolve your complaint to your satisfaction and no other complaint resolution procedures are agreed or required by law, our Privacy Officer will inform you that your complaint may be referred to the relevant privacy regulator for further investigation and will provide you with the regulator's contact details.

UK Residents: you have the right to complain to the UK Information Commissioner's Office (**ICO**).

Our sharing of your personal information overseas

We may allow your personal information to be shared with those who are in countries other than your own location. We do this where we have made a business decision to store our data with trusted partners who are in the business of processing data to provide complimentary psychometric services. These services commonly involve diverse geographic locations which change from time to time for reasons which include data protection and processing efficiency.

Updates

This privacy policy is current at the date below. We may change it periodically. If we propose to change this policy, we will display at least 2 weeks' prior notice of the change on <https://web.people-science.com.au/privacy.html>

Other privacy terms and limits of this policy

This is a policy only. There may be additional privacy notices and terms relevant to you depending on the nature of your dealings with us. We have separate policies concerning our employees – this policy does not apply to the personal information of our employees in their capacity as such.

More information

Please contact our Privacy Officer with any questions about this privacy policy.

More information about privacy law and privacy principles is available from the privacy regulator. The privacy regulator in Australia is the Privacy Commissioner: www.oaic.gov.au (email: enquiries@oaic.gov.au). In the UK, the privacy regulator is the Information Commissioner: www.ico.org.uk (email: casework@ico.org.uk).

Notices

All notices and communications to be given to the Participant by People Science under this Agreement may be in writing or displayed electronically through the People Science System or Services. Notices shall be deemed to have been properly given on the date delivered or on the date first made available if displayed in the People Science System or Services. Notices to be given to People Science by the Participant should be sent to People Science by contact at: at <https://web.people-science.com.au/contact.html>.

Governing Law and Jurisdiction

The law in Western Australia and the Commonwealth of Australia governs this Agreement and the parties submit to the non-exclusive jurisdiction of the courts of Western Australia. This clause shall not operate to prevent a UK Participant from starting legal proceedings in his or her local court.