

Peter Berry Consultancy Pty Ltd – Participant Data Collection Notice and Consent

Peter Berry Consultancy Pty Ltd (**us, we**) has been engaged to provide its consulting and diagnostics services to the requesting (client) organisation, and you have been identified by the organisation as a participant in the program of services.

The requesting organisation is responsible for advising you of the specific purpose of the program.

Your participation

You may be participating in the program in different ways: as a 'target' individual, either as a 'Self-rater' (or the target individual), in which case you will be providing personal information about yourself; or as an 'Other-rater', in which case you will be providing information about your direct reports, peers or managers. You may also provide some information about yourself in the course of completing the program as an 'Other-rater'.

Privacy collection notice and your privacy

The contact details for our Privacy Officer are at the end of this Notice and Consent. We explain below why we need your consent, the purposes for which we collect your information and how we will use it and, if you are based in a country in the European Economic Area (EEA) your data rights and choices. For more about how we collect and handle your personal information, the purposes for which we use and disclose the personal information we have collected about you, the basis on which we process it, who we disclose and give access to your personal information (including overseas), how we store the personal information we hold about you, your right, including how to request access to and correction of your personal information and how to complain, can be found in our Privacy Policy, which is available here <https://peterberryconsultancy.com/privacy-policy-au/>

Your consent

We need your consent to participate in the program so that we can provide our services to the requesting organisation and lawfully collect and process your personal information. By clicking 'I Accept' and proceeding, you:

- confirm that you are giving your informed consent to participate in the program on the basis that you understand the purpose of the program, why your information is required, for what purpose, with whom it will be shared and the consequences if you do not participate or provide all of the information we request;
- agree to the collection of your personal information by us and or our service providers, to facilitate your participation in the program; and
- understand your choices and rights in relation to the processing of your personal information.

Your agreement is revocable at any time. If you participate, you may not be guaranteed access to your individual results. If you withdraw your consent this does not affect the lawfulness of the processing of your personal information prior to your withdrawal.

If you do not consent to participating in the program and to the collection of the information requested, or do not provide all the personal information we request, we may not be able to facilitate your participation in the program, respond to your requests, or provide our service.

Purpose of collection and processing of your information

Our web-based instruments provide personal characteristic information and other-ratings of a target individual's behaviour and feedback information to our personnel who are appropriately qualified to interpret such information. This data is primarily used for the assessment and development of the target individual, to help us provide profiling or consulting services to you or your organisation and to support research. We will collect information from a target individual in the program, which will be stored by us and our service providers, before being accessed and analysed by our qualified personnel, to provide reports to the client organisation regarding the assessment and development of the target individual.

Use and access

The data we collect will only be accessed and used by our qualified personnel and consultants or HR professionals. We will generally retain the raw data collected by the program for a period of three years. In addition, we and our service provider may access and use anonymously held aggregated data for research purposes – individuals will not be identifiable by that data. The dissemination of results and data we provided to the client organisation is solely their responsibility. They are also responsible for

complying with applicable data protection laws, obligations and protocols. Program data we collect about you or any other participating individuals will not be provided to Other-raters, except in cases where the requesting organisation has requested this. Such circumstances include the provision of the ratings to the target individual's manager for development purposes.

Primary data security

Personal information is stored by our software provider on their servers which may be located outside of the EEA and which we can access and who is required to comply with global security standards and strict contract terms. We will take steps to ensure that your personal data is transferred and protected consistent with our Privacy Policy and applicable data protection laws and in accordance with the currently legally recognised data transfer mechanisms.

Secondary Security

You will be provided with a unique link to access the survey platform. In addition, the raw data collected from you will be encrypted. Each unique link is only valid for the target individual or Other-rater who is providing the ratings.

Rights and choices of individuals in the EEA

In relation to the personal information we collect from you, you can:

- request access to and obtain more information about the processing of your personal information including ;
- ask us to erase your personal information without undue delay if you withdraw your consent and we are not otherwise legally entitled to retain it;
- object to, and ask us to restrict, our processing of your personal information where we are processing your information with your consent;
- receive some personal information you have given us in a structured, commonly used and machine-readable format and/or ask us to transmit it to someone else if technically possible feasible; lodging a complaint with the relevant European data protection authority, if you think that any of your rights have been infringed by us – we can, on request, tell you the relevant authority for the processing of your personal information.

Contact our Privacy Officer

Telephone: +61 (0)2 8918 0888

Email:

privacy@peterberryconsultancy.com

Address: Level 8, 201 Miller Street, North Sydney NSW 2060, Australia.