

PBC Security and Survey Whitelisting

Data Protection and Privacy

Peter Berry Consultancy Pty Ltd (“PBC”) is committed to ensuring it maintains an information security and privacy program consistent with industry standards.

PBC have considered the General Data Protection Regulation (the “GDPR”), which became effective on 25 May 2018. The GDPR imposes specific obligations on parties collecting, sharing or otherwise processing personal information. In addition, there have been recent updates to the Australian Privacy Act 1988.

In accordance with the new data protection regulations PBC have updated its Privacy Policy accordingly. The updated policy may be found at

<https://peterberryconsultancy.com/privacy-policy/>

PBC also utilise a third-party provider for the administration of its survey platform.

Further details may be found at <https://www.qualtrics.com/privacy-statement/>

IT Instructions

The details below should be provided to the organisation’s IT team to ensure that all security clearances are provided for PBC email servers and assessment sites. If the IT team has further requests for information, these should be directed to

info@peterberryconsultancy.com

Assessment Emails

Email addresses from which emails will be directed to assessment participants and organisers.

These should be whitelisted:

- support@pbcsurveys.com
- support@hogan360degree.com
- noreply@qemailserver.com
- updates@notifications.qualtrics.com
- messages@system.qualtrics.com

The following IP address ranges are for the mail servers involved in provision of the Hogan 360 assessments and support requests. These should be whitelisted.

- 64.69.212.0/24
- 98.97.248.0/21
- 139.60.152.0/22
- 162.247.216.0/22
- 216.221.164.197

- 216.221.164.198
- 54.240.80.239
- 54.240.80.240
- 76.223.130.195
- 76.223.130.196
- 76.223.133.25
- 76.223.133.26
- 76.223.138.180
- 76.223.138.181
- 76.223.145.243
- 76.223.145.244
- 76.223.157.192
- 76.223.157.193
- 216.221.161.14
- 216.221.161.15

Website Addresses

The following web addresses are used for assessments and their components. These should be approved for web access.

- pbc360.eu.qualtrics.com
- pbcusei.co1.qualtrics.com
- pbcmultirater.au1.qualtrics.com
- pbc.eu.qualtrics.com
- qualtrics.com
- hogan360.peterberry.com.au
- peterberryconsultancy.com

Recommended Web Browsers

The survey platform is supported across the latest versions of the following browsers: Chrome, Firefox, Explorer and Safari. PBC recommend Google Chrome for optimal survey experience.

The platform is not supported on Internet Explorer (IE) 8 and earlier versions of IE.

In terms of mobile devices (Smart Phones and tablets), PBC surveys are capable, however we recommend a desktop for optimal survey experience.

Other IT specifications that need to be actioned; include firewall access, spam filter configuration and potential IT restrictions/permissions. This can be resolved by the client IT department/administrator.

Password Issues

If a Subject or Evaluator has previously logged into the survey platform, they will have

been instructed to change their password to a unique one of their choice.

If the user cannot remember their password, they can use the 'Forgot Password' feature, where they enter their username and request a new password. It is important that the username is entered, not the email address.

Contact Details

Email: info@peterberryconsultancy.com National Telephone: +61 2 8918 0888