

Introduction

This Privacy Policy describes how Hipotential will collect and deal with personal information in accordance with the Privacy Act. Examples of personal information may include (but are not limited to): your name, date of birth, address, your opinions and where you work – i.e., any information where you are reasonably identifiable.

Collection of Personal Information

Personal information collected by Hipotential will only be collected for a lawful purpose that is directly related to managing the business of Hipotential, a client project or for research purposes. Examples might include, but are not limited to, activities associated with the recruitment and administration of Hipotential employees and the psychometric assessment (including 360-degree feedback) and training/executive coaching of client employees.

All data collected is stored on a secure server that is accessible only to appropriately authorised Hipotential staff. In the case of research-related projects, such data are used only for the purpose of recruiting individuals to participate in Hipotential research.

Hipotential will ensure that the individual to whom the information relates is made aware of the following:

- The fact that the information is being collected
- The purposes for which the information is being collected
- The intended recipients of the information if this is not Hipotential
- That the supply of the information by the individual is voluntary, and any consequences for the individual if the information (or any part of it) is not provided
- The existence of any right of access to, and correction of, the information

Hipotential will only collect information directly from the person concerned, unless they have given consent otherwise.

Storage of Personal Information

Hipotential will maintain the confidentiality of any personal information to which we have been given access to on a confidential basis. This includes ensuring secure storage for confidential information held in computing systems. All material containing personally-identifying information is stored in a secure location and accessible only to appropriately authorised Hipotential staff.

Hipotential will ensure:

- That personal information is kept for no longer than 7 (seven) years
- That personal information is disposed of securely and in accordance with all requirements of *State Records Act 1998* (NSW) for the retention and disposal of personal information
- That personal information is protected, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse

The level and type of security will depend respectively, on the sensitivity of the personal information and the medium in which it is stored. Where transmission of data is required, reasonable measures will be taken to ensure its safety, integrity and confidentiality.

Hipotential will, at the request of the individual to whom the information relates and without excessive delay or expense, provide the individual with access to the information. Individuals can access their personal information by contacting the Hipotential Privacy Officer in writing at the following address:

The Privacy Officer
Hipotential
Level 29, 2 Chifley Square
Sydney NSW 2000
Ph: 1300 369 455

The Privacy Officer is a senior manager responsible for ensuring Hipotential meets its obligations under the Privacy Act.

Storage of Research-Related Personal Information: Hipotential maintain a register of the establishment of databases containing confidential information related to research projects. Access to these databases is restricted to researchers with approved involvement in a research project.

Full, accurate and legible records of research methods, research data and primary materials (including electronic data) is kept in a durable, organised and accessible manner.

Adequate records of the source of research material and data is maintained in a secure place and can be recovered should the need arise.

Use of Personal Information

Confidential information will only be used for a lawful purpose that is directly related to managing the business of Hipotential, a client project or for research purposes. Hipotential will ensure that personal information is relevant, accurate, up to date, complete and not misleading.

Use of Research-Related Personal Information: all personal information related to research is replaced with a code number, and the list linking code numbers to personally-identifying data is kept separate from research data.

Research material and data related to research may be available for discussion with other Hipotential researchers (unless confidentiality provisions apply).

Hipotential will not use the information for a purpose other than research unless:

- the individual to whom the information relates has consented to the use of the information for that other purpose, or
- the other purpose for which the information is used is directly related to ongoing or future research.

Research data and materials remain the property of Hipotential, unless subject to a third party agreement.

Disclosure of Personal Information

Hipotential will not disclose personal information to a person (other than the individual to whom the information relates) or another body unless:

- the disclosure is directly related to managing the business of Hipotential, a client project or for research purposes, and there is no reason to believe that the individual concerned would object to the disclosure, or
- the individual concerned is reasonably likely to have been aware, or has been made aware, that information of that kind is usually disclosed to that other person or body.

If personal information is disclosed to a person or body, that body must not use or disclose the information for a purpose other than research purposes.

Complaint Process

It is your right to lodge a complaint if you believe that sensitive information about you has not been kept confidential. Such complaints must:

- be in writing
- be addressed to Hipotential
- specify an address in Australia to which the applicant is to be notified after the completion of an internal review
- be lodged with the Hipotential Privacy Officer within six months from the time the applicant first became aware of the conduct to be the subject of the review.