



# *Privacy Policy*

*Personal data of test candidates*

PEOPLE IMPROVE PERFORMANCE

# Privacy policy PI Company

## Personal data of candidates

The collection, processing and storage of personal data is done in accordance with the Privacy Act that we must comply with according to Dutch law and the European Union.

If a person takes a PiCompany test at any organization's request, we will comply – within the restrictions of the Privacy Act – to the national legislation applicable to this organization. Under all circumstances, PiCompany ensures that personal data are managed confidentially and ethically.

## What is the purpose of collecting and processing personal data?

PiCompany collects and processes your personal and test data for two reasons:

1. To deliver a report organizations can use for selection and/or development.

When a candidate agrees to do a test in connection with a selection or development procedure, a personal report is generated based on the test results. The candidate and/or the organization requesting the test can look at this report and see exactly the results achieved on the test and use these results for selection or development.

2. For research having the objective to monitor test/questionnaire quality.

PiCompany hereby complies with the international guidelines drafted by the EFPA (European Federation of Psychologists' Associations). We examine, for example, whether tests are reliable, valid, take fair measurements, allowing for the composition of standard groups.

In the case of research, test data are always reported anonymously and at a group level; in no way can these be traced to persons individually.

Providing additional background data for research is always voluntary. Whether or not a candidate provides these data does not affect results or any additional procedure (e.g. a job application) in any way. These answers are used for research only.

Data are not stored longer than is necessary for the purpose for which they were collected.

## **Security and storage of your personal data**

By applying technical and organizational measures, PiCompany guarantees the appropriate security level for personal data.

We use the latest storage and security techniques to protect personal data from access by unauthorized persons and improper use. Data may be used only by authorized persons and solely for the purpose for which data were originally collected, i.e.: the purpose previously authorized.

PiCompany associates only have access to personal data when the previously mentioned objective so requires (the use of reports or for research) and are required to treat personal data confidentially subject to the provisions of the Privacy Act, the International EFPA guidelines and the other professional codes applicable to their profession.

Reports about individuals are issued only to the persons certified by PiCompany as to the proper interpretation thereof. Part of this certification consists of ensuring that the certified people are equipped to be the first contact concerning the collection, storage, processing and interpretation of personal data.

Personal data are never given to third parties without the express consent of the person whose data it concerns.

## **Candidate rights**

Candidates have the right to submit a request to examine or remove any personal data. Requests may be submitted preferably by e-mail, but may also be in writing, and require proof of identity.

Candidates will receive a reply within 4 weeks.

PiCompany will always grant a request for removal or correction of personal data, unless personal data need to be saved for administrative or legal reasons.

Complaints about the collection and processing of data via the PiCompany online test system may be submitted to PiCompany in the same way.

As for the collection, storage and reporting on personal data managed by a PiCompany certified person, the complaint system at the organization where that person is employed shall be applicable.