

OUR COMMITMENT

Your privacy is important to us. This policy explains how Onetest uses your personal information collected through your use of the Onetest System. Our information handling practices are continually reviewed to ensure they are compliant.

DEFINITIONS

In this Policy:

"Onetest Assessments" means professionally developed psychometric assessments designed specifically to identify the various attitudes, traits and your likely actions in a work environment.

"Onetest Results" means the feedback, information and reports provided by the Onetest System based on your input.

"Onetest System" means the Onetest website, accessed through the World Wide Web and located at "<http://www.onetest.com.au>", and all of the processes enabled there from including but not limited to talent management features, the development of online surveys, Onetest Assessments, profiling your input, skills tests and the provision of reporting of results, each and every feature whether referred to collectively or jointly and any feedback or other interaction between you and Onetest in the use of the Onetest System and Onetest Assessments whether or not you have access to the Onetest Website.

"Onetest" means Onetest Pty Ltd ACN 089 022 202, Suite 1/21 Windorah Street, Stafford Brisbane Australia.

INFORMATION COLLECTION

Onetest is the owner of all information collected by the Onetest System. We will not sell, share, or rent this information to others in ways different from what is disclosed in this Policy. Onetest collects information at several different points during the use of the Onetest System and in several different ways including:

(a) Direct input by you

In order to use the Onetest System you are required to provide certain personal information. If you do not provide certain information, you will not be able to use the Onetest System. Other personal information that is requested is optional (for example, demographic information and unique identifiers), but encouraged so we can provide a more personalised experience for you.

(b) Cookies

Cookies are used to retain information about the state of the session, i.e. that you have successfully logged on. Usage of a cookie is in no way linked to any personally identifiable information. All cookies terminate after an hour of inactivity or by you choosing to log off from the Onetest System.

(c) Log files

We use IP addresses to analyse trends, administer use of the Onetest System and gather broad demographic information for aggregate use. Your IP address is not linked to personally identifiable information.

To ensure the integrity of the data submitted by you we log information about assessment or survey sessions including IP address, number of login attempts, times of commencement and conclusion and the responses submitted. This information is used if you question the completeness of the information

we have collected and used to formulate our response to you.

(d) Third parties providing your information

We may approach a third party to request the disclosure of your personal information in order to fulfill our obligations under the Client Agreement.

(e) Surveys & Promotional Offers

We may request information via surveys or promotional offers. Participation in these surveys or promotional offers is completely voluntary. Information requested may include contact information (such as name and address), and demographic information (such as post code, age). Contact information will only be used to communicate with those who have opted to receive these offers. Aggregated survey information will be used for monitoring or improving the use and satisfaction of Onetest System users.

(f) Newsletter

If you wish to subscribe (opt in) to one or more of our newsletters, we ask for contact information such as name and email or postal address. All newsletters provide the recipient with the ability to discontinue (opt out) of the service at any time.

We will only see fair and lawful ways to collect personal information. Sometimes we may need to collect information from third parties. However, we will collect personal information directly from you if it is reasonable and practicable to do so.

INFORMATION USE AND DISCLOSURE

We may use and disclose your personal information in order to provide our services (including Onetest Assessments and Onetest Results) to our clients, or any service ancillary or necessary to those services, marketing or special offers to you (with the ability to opt-out), administration of Onetest's business or the Onetest System; business analysis or to meet any legal obligations imposed on Onetest (Purpose).

We will only disclose your personal information to third parties for a Purpose and with whom we have entered into an agreement that gives you (or that the law requires to give you) at least the same level of protection to your personal information as we do.

We will only use de-identified information for any statistical or other analysis or similar research purposes.

Onetest Services are designed to eliminate the need for you to complete the same assessments multiple times for different potential employers. If you are requested by another party to complete a Onetest Assessment, we will ask you to consent to the release of any valid results already held by Onetest. You may choose not to release results already held by Onetest, however while the results held by Onetest remain valid, you do not have an opportunity to undertake a new assessment if consent is not provided.

All of your data (via assessments) supplied for profiling purposes is valid for a period of one year from the date supplied. At this time the data is deemed to have expired and is no longer available to anyone other than Onetest as part of our ongoing research and development initiatives. Your data can not be specifically identified once this process is completed.

INFORMATION ACCESS

On request, we will give you access to the personal information we hold about you. If any personal information we hold about you is out of date or inaccurate, we encourage you to let us know, and ask us to correct it. If we cannot deal with your request, you will receive our reasons in writing.

LINKS

The Onetest System contains links to other sites. Please be aware that Onetest is not responsible for the privacy practices of such other sites.

DATA SECURITY

We will take reasonable steps to ensure the personal information that Onetest collects, uses or discloses is accurate, complete and up-to-date. We recommend you notify us if you change your address or contact details as soon as possible. This will help us to maintain your privacy by ensuring that any communications are sent to the correct postal address, email address, or telephone number. This can usually be done online, or by emailing privacy@onetest.com.au or by speaking to Onetest directly on 1300 137 937 in Australia or Intl+ 61 7 3552 5711 from outside Australia.

We will take reasonable steps to protect your personal information from misuse, loss and unauthorised access, modification or disclosure.

We will also take reasonable steps to destroy or permanently de-identify personal information if we no longer need it for any purpose.

If you have any questions about the security at our website, we invite you to contact us at privacy@onetest.com.au

NOTIFICATION OF CHANGES

We reserve the right to amend our Privacy Policy at any time. Any amendment will be posted on our homepage at www.onetest.com.au. If at any point we decide to use personal information in a manner different from that stated at the time it was collected, we will notify you by way of an email. You will have a choice as to whether or not we use your information in this different manner. We will use information in accordance with the Privacy Policy under which such information was collected. Please visit our site regularly to check for any updates of this Privacy Policy.

COMPLAINTS

If you feel that we are not abiding by our posted Privacy Policy, you should contact us on privacy@onetest.com.au. We will do our best to resolve your complaint as quickly as possible. If you are not satisfied with our response to your complaint, you can refer the matter to the Federal Privacy Commissioner:

Director of Complaints, Office of the Federal Privacy Commissioner
GPO Box 5218, Sydney NSW 1042.
Telephone: 1300 363 992