



# JPS Career Psychology Statement Effective 1 January 2011

## **OUR COMMITMENT**

Your privacy is important to us. This policy explains how Jones Psychological Services, trading as JPS Career Psychology uses your personal information collected through your use of the JPS Career Psychology System.

## **DEFINITIONS**

In this Policy: "JPS Career Psychology Assessments" means professionally developed psychometric assessments designed specifically to identify the various attitudes, traits and your likely actions in a work environment. "JPS Career Psychology Results" means the feedback, information and reports provided by the JPS Career Psychology System based on your input. "JPS Career Psychology System" means the JPS Career Psychology website, accessed through the World Wide Web and located at "<http://www.Careerpsychology.com.au>", and all of the processes enabled there from including but not limited to the development of online surveys, JPS Career Psychology 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 JPS Career Psychology in the use of the JPS Career Psychology System and JPS Career Psychology Assessments whether or not you have access to the JPS Career Psychology Website. "JPS Career Psychology" means Jones Psychological Services trading as JPS Career Psychology ABN 290 483 996 10, Suite 811 Pitt Street, Sydney, New South Wales Australia.

## **INFORMATION COLLECTION**

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

- (a) Direct input by you - In order to use the JPS Career Psychology System you are required to provide certain personal information. If you do not provide certain information, you will not be able to use the JPS Career Psychology 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.
- (c) Log files - We use IP addresses to analyse trends, administer use of the JPS Career Psychology 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 fulfil our obligations under a Client Agreement. For example, if you have undertaken an assessment as part of a training program we may obtain and release information to the third party training provider.

(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 JPS Career Psychology System users.

(f) Newsletter - If you wish to subscribe (opt in) to one or more of our newsletters when offered, 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 use 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 JPS Career Psychology Assessments and JPS Career Psychology 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 JPS Career Psychology's business or the JPS Career Psychology System; business analysis or to meet any legal obligations imposed on JPS Career Psychology (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. All of your data (via assessments) supplied for profiling purposes is valid for a period two years from the date supplied. You may request a reprint of an earlier report taken by you up to two years following your assessment. Any reprinting of reports will incur an administration fee which is at the sole discretion of JPS Career Psychology.

After two years following your assessment the data is deemed to have expired and is no longer available to anyone other than JPS Career Psychology 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 JPS Career Psychology System contains links to other sites including the [www.skillsone.com](http://www.skillsone.com) testing site. Please be aware that JPS Career Psychology is not responsible for the privacy practices of such other sites. You may view the privacy statement of the SkillsOne website here.

### **DATA SECURITY**

We will take reasonable steps to ensure the personal information that JPS Career Psychology 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@careerpsychology.com.au](mailto:privacy@careerpsychology.com.au) or by speaking to JPS Career Psychology directly.

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@careerpsychology.com.au](mailto:privacy@careerpsychology.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.careerpsychology.com.au](http://www.careerpsychology.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@careerpsychology.com.au](mailto:privacy@careerpsychology.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