



***Stressmaster International, LLC's***

***Assessment and Testing Terms and Conditions***

***Privacy Policy***

Stressmaster International, LLC (SI) has established policies to protect the privacy and security of Personal Information (defined below) collected in the process of administering assessments or tests via the SI assessment portal. This Privacy Policy explains what information is collected, how the information is used and how privacy is protected. This Privacy Policy applies to all information collected via any internet assessments from current and former consumers, clients or users.

**Changes to the Privacy Policy**

We may change our Privacy Policy terms and conditions from time to time and will post any changes on our website at [www.stressmaster.com/terms](http://www.stressmaster.com/terms) or [www.stresscoaches.net](http://www.stresscoaches.net). If the changes are significant, SI may, in our sole discretion, post a more prominent notice on the homepage of the Website or notify appropriate individuals by email at the email address on file. Continued access or use of the website or any assessment or test software after posting of the changes to the Privacy Policy will constitute an affirmative acceptance of any such changes and agree to its terms.

**Personal Information**

SI assessments, such as the Stress Mastery Questionnaire (SMQ) and others, collect personal information for the purpose ensuring the individual who takes the assessment receives the result in a timely fashion. "Personal Information" is information about a person that is personally identifying; e.g., name, email address, or telephone number.

"Non-personal Information" is information that is related to a person who takes an assessment online, but does not identify the individual personally; such as specific answers to assessment questions, demographic information such as age, gender, ethnicity, etc.

**SI's Assessments**

SI is in the business of providing access to its stress or other assessments to individuals, under certain circumstances and conditions, to complete SI's proprietary stress assessment tools; e.g., the SMQ. This policy applies to any and all current and future assessment or testing tools SI may develop, procure or provide through the assessment portal.

**Assessment Software**

SI uses proprietary software developed by Assess.biz using state-of-the-art SSL based on a secure certification process by Biznet. All data are protected by secured encryption procedures



and area not released to any individual or entity. SI routinely deletes all respondent data from the Assess.biz portal.

## **Privacy Policy**

With regard to the privacy of the information provided to SI, the following conditions and warranties apply:

1. SI's assessments and materials are often used in a corporate or organizational stress management, stress resilience, personal development, EAPs and other training and coaching programs. By participating in such training and development programs where individuals are requested to complete the SMQ or other assessments by the company, organization, HR department or any other person or entity within the company, each person has the right to not participate or take the assessment(s). If a person takes an assessment, they are informed that SI will share the results, including, Personal and Non-Personal information, only with the appropriate person or persons at the company or organization. SI does its best to ensure that only the designated person or persons, such as HR Director, Training Manager, or other persons involved in the delivery of said programs, is provided access to the assessment information. SI assumes that each company has in place its own HIPPA policies and procedures.
2. However, SI maintains and preserves one copy of the data for each person for research on its corporate computer with no access to the internet or any other person or entity outside of SI. The purpose of maintaining a secure database is for research purposes.

## **Hold Harmless**

By using any of SI's assessments, each company, organization or individual agrees to Hold SI harmless of any acts or omissions with regard to the use of any and all individual's assessments that include Personal or Non-Personal Information that has had or may have negative consequences.

## **Legal and regulatory requirements**

We may disclose an individual's Personal Information, only if ordered to comply with an applicable statute, regulation, rule or law, a subpoena, a search warrant, a court or regulatory order, or other legal process, or to establish or exercise our legal rights or defend against legal claims. We may also disclose Personal Information in special circumstances when we have reason to believe that disclosing said information is necessary in order to investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or the safety and security of our users, our Website, its services or as otherwise required by law.



## **Release and use of Non-personal Information**

SI may provide Non-personal data in aggregate and de-identified to strategic partners for research, product marketing, analysis, and other purposes. For example, an individual's information (e.g., question or scale scores) may be aggregated with the information of other assessment takers and shared with third parties to enable them to develop and improve SI's products and research or for presentation in a scientific journal or publication without identifying the company, organization or entity from which said data has been derived. SI may also provide aggregate Non-personal Information to third party service providers and an employer program for analysis, and other purposes. For example, information may be aggregated with information of other employees and analyzed to evaluate the effectiveness of the program or for other purposes.