

TAIS Performance Systems Inc. Privacy Statement

TAIS Performance Systems Inc. ("TPSI," "we") has the highest regard for your personal and TAIS data. We will never sell, give, or otherwise make available to anyone your data, other than the person or small group of professionals responsible for your TAIS and for managing and using your TAIS results. This is your data, and you have ultimate control over its use.

TPSI contracts with various professional entities to administer the TAIS Inventory ("TAIS"), a psychometric assessment tool, on their behalf. We shall refer to such entities here as TAIS Distributors ("TDs"). TDs' services can include organizational development, team building, and personal or team coaching in sports, as well as pre-employment search/recruitment or job placement. TDs may be external contractors working with organizations seeking such services, or they might be internal professionals who have integrated TAIS into their work. You have been asked to take TAIS either by a TD, or possibly by an organization which has contracted with an external TD and which should be known to you.

In administering TAIS for TDs, TPSI collects and stores data from persons ("subjects", "you") that they elect to provide. This includes subject responses to TAIS items ("TAIS data"), and may also include personal and personally identifiable information ("personal data"). After a subject has completed their TAIS, the stored TAIS data is processed, and psychometric results are further added to the body of stored TAIS data. Taken together, a subject's TAIS data, and any personal data also provided, form the "subject data".

This document describes the personal and TAIS subject data which is requested of you, why we gather this information and how it is used, how access to your data is controlled, what actions you may take regarding it, and other aspects regarding TPSI's handling of subject data. Please note throughout that the TD for your TAIS, and any organization that the TD works for or with, will have their own policies addressing privacy, use, and management of subject data forwarded to or made available to them. Such policies should be made available to you, separately.

TPSI presents an information-collection form, prior to administering TAIS, to collect personal information from you on behalf of the TD who arranged for that. This includes your name, email address, and common contact information; personal details such as your age or age range and your gender; demographic indications such as your general occupation and job/position. Free-form text fields are provided to list a reason for taking TAIS, and to provide additional information. No deeply personal information is requested, nor should you provide any.

The only information fields which TPSI currently requires to be completed are your first name, your last name (surname), and a valid email address. All other fields are optional; however, a TD may well instruct subjects in advance as to what information fields are necessary for their work.

Unless you have direct, specific instructions for your TD to do so, please do not provide any name or email address which is not your own. Doing so is a felony in most jurisdictions. If you are reluctant to provide your name and/or email address to TPSI, please contact your TD about it---before you take TAIS. The TD can provide an anonymous/random code to use for your first and last name, and/or an alternate email address to us to use in sending your confirmation email. If your actual name is removed in this manner, the given code is the only text that TPSI will have to label your TAIS. Please do not attempt to obscure or anonymize your TAIS, on your own; always consult with your TD to do so, in advance.

As part of TAIS itself, 144 TAIS items are presented for which a response is gathered. Items are in the form of a statement, and the response recorded indicates the extent to which you think the statement applies to you. The possible item responses are "Always", "Frequently", "Sometimes", "Rarely", and "Never". After completion, your TAIS responses may be directed into the proprietary TPSI psychometric model, and the results stored along with the responses; however, no further addition to or alteration of your TAIS data is performed.

All subject data is gathered over secure, HTTPS connections, employing high-grade encryption. It is stored on and accessed from our servers which are all maintained in highly-secured datacenters.

TPSI gathers your subject (TAIS and personal) data on behalf of your TD, who works either directly for you, or for an organization with which you are somehow involved. TAIS data and results are normalized and provided to your TD for analysis; the results are also used in reporting the TD can use for that purpose. For personal data, in some usage scenarios, your taking TAIS provides the first opportunity to have your contact information recorded, as may be necessary or helpful for subsequent interaction with your TD.

Your name is requested merely as an expedient to identifying your TAIS results among possibly many others, and to easily communicated your TAIS results and reporting to your TD. It is also used to label your TAIS in a data management interface used by TDs, in our invoicing to them where your TAIS is included, and the like.

The name and email address you provide are also used by TPSI for the purpose of sending you an immediate confirmation, once your TAIS is completed and stored successfully. Other than this communication, TPSI will not send you further email. Further, TPSI will not add you to a marketing or other contact email list.

Any other personal data that you provide is also made available to your TD, on the presumption that it will benefit their service to you. As noted above, your TD might well specify to you in advance what particular information is needed from you.

As noted above, your subject data also includes TAIS data---the collection of your responses to the 144 TAIS items, along with any numeric results compiled. TAIS data forms the basis for individual reporting that TDs can use to provide their services.

As a quality control measure, and for the sake of internal TAIS research and development, TPSI reserves the right to use subjects' TAIS data as part of a larger aggregation of data, while such data is in its possession. Such activity is conducted completely separate from any personal information associated with the specific TAISes used. TPSI also permits TDs to do likewise with the TAIS data of subjects under their control. Such aggregate data may continue to exist even if the contributing TAISes are later deleted from the TPSI system. Your name is NEVER used in any research and development conducted by TPSI or its Distributors.

After you complete your TAIS, your TD has the opportunity to modify the personal/demographic information that you supplied. This ability is extended to TDs to allow for better service to their clients. Typical cases might be to swap first and last names for a TAIS (say, you entered them in the incorrect order), or to correct a misspelling; to obscure a subject's actual name with a code that the TD will use to label TAIS, going forward; to supply demographic information, such as your profession or organizational role, if such tagging is helpful; etc.

During the process of taking TAIS, if you think that you've responded inaccurately to any given TAIS item, you can use the Previous button to move backwards one or more items. (You will need to re-respond to all items that you move back to, or through, using the Previous button.) Once your TAIS is completed and submitted, however, your TAIS responses will not be modifiable in any way. If you think that one or more inaccurate responses were made, please contact your TD to discuss the matter. Please do not retake TAIS unless your TD instructs you to do so.

Beyond your TAIS responses, adding TAIS results to your TAIS responses is the only possible change that will be made to a completed TAIS. The stored TAIS results are also not modifiable

TPSI collects certain information such as with web browser "cookies" and in certain server logging. This information is collected minimally and has a very limited lifespan or is highly transient in nature. Such information is not stored with subject data. TPSI does not share them with any third parties---not even TDs. Given these factors, and the following disclosures of our minimal use of such technologies, TPSI does not deem this type of data to be subject data.

TPSI uses what are commonly known as web browser "cookies", in a limited fashion. Cookies are small bits of data that your web browser will store on your computer somehow, on our behalf. TPSI sets such cookies in a very limited fashion: a) to uniquely identify your TAIS web session among others simultaneously in progress; and b) to keep track of your progress through TAIS, including which TAIS item was last successfully

responded to. These cookies are in place only during your TAIS web session, and only retrievable from your browser by TPSI as part of maintaining your web session.

As part of its web-based service, certain logging of all HTTP/HTTPS requests is performed. The information logged includes an IP address and "agent string" for the computer making the request, as provided by users' web browsers and/or their ISPs. This information is saved for a limited time, for the benefit of service performance measurements, and for the security of TPSI's systems. It is not linked with any specific TAIS session.

"Web analytics" data for your TAIS session is not gathered by TPSI---not with cookies, logging, or by way of any other technical mechanism.

After TAISes are completed, subject data is accessible to TPSI personnel and to TDs, in limited fashion, consisting of TAIS reporting and certain data management functions. Minimal access to subject data, e.g. handling of subject reports, may be delegated to administrative assistants at either the TD or client-organization level; however, TPSI will only work with such persons that have been identified and cleared by the TD.

Direct, system-level access to data is available only to TPSI, on highly-restricted basis. Within TPSI, subject data access is available only on a need-to-know basis; access to data under one TD does not imply access to any other. Through our contracts with them, this standard of access is required of TDs: Only personnel needing access to certain subject data (usually, specific to TAIS results), in order to provide contracted TD services, may have the access.

Access mechanisms include an online interface, and the inclusion of TAIS report-only URLs in notification emails. For instance, a TD may access a subject's TAIS results by following unique URLs for pre-designated reporting which are generated and sent to TDs via email, upon completion of the subject's TAIS. Such reporting is also available on an ad-hoc basis to TDs through a restricted-access website.

Access to TAIS results can be extended to TAIS subjects. This is handled either automatically through TPSI, or else manually through the TD. TPSI can automatically include one or more report URLs in the subject's notification email, sent upon completion of TAIS, if that has been pre-arranged and authorized by the TD. Or, TDs may, at their professional discretion, supply subjects with access to TAIS reports.

Please note that TDs are typically under contract to an organization, which may stipulate little or no access, or delayed access, to your TAIS results. (You have certain rights, and actions you may take, in this area; please see below.) Because of this, in most every case, TPSI will not provide TAIS reporting directly to subjects---unless our doing so has been explicitly arranged for by the TD, in advance of your taking TAIS.

All requests for such access by a TAIS subject would best be made directly with the TD; however, if necessary, TPSI will assist with the lines of communication between the two

parties. There may also be extenuating or edge-case scenarios involved, which TPSI will evaluate on a case-by-case basis. In these cases, please outline your request and relevant particulars in an email, and send to support@epstais.com. Please note, however, that our ability to provide report access to subjects, in such rare circumstances, is contingent upon being able to conclusively identify you as the actual person that originally took the referenced TAIS.

Actions available to TAIS subjects ...

Regarding their personal data, TAIS subjects may request:

- 1) to take their TAIS "anonymously"
- 2) a copy of the personal data being stored for them
- 3) to have the personal information stored for them updated
- 4) that name and contact information be expunged ("anonymizing" the TAIS)
- 5) that all subject data stored for them be provided in machine-readable format...
- 6) ...and/or that same be provided to another TD
- 7) that all subject data for their TAIS be expunged

As noted above, regarding TAIS report access, it is most appropriate that TAIS subjects make any of the above requests directly with their TD. However, TPSI can assist where necessary in helping to bridge any communication gaps. Please note that some requests might hamper or even prevent the TD from completing any services regarding the TAIS that are yet in progress.

Regarding actions (1) and (7), above: "Anonymous" is with respect to TPSI. This cannot be so with the TD; in almost any real case, there must be a way for the TD to link you, a real person, with your TAIS. If you wish to log on to take TAIS "anonymously", it must be done having first communicated with the TD, and by using a TD-supplied first and last "name" code.