



Inscape Publishing – EPIC System Data Protection - Privacy Statement

This document provides information on the protection of individuals with regard to the processing of personal data on Inscape's EPIC system.

Inscape Publishing, Inc. can use the data, including personal data you enter on this web site, for the purpose of generating your online report. You will be required to provide your name and respond to a series of questions, words, or statements that will be used to create your customized report. Optionally, you can provide demographic information that will be used by Inscape Publishing for continued validation of this report. This document sets out the manner in which your responses will be collected, processed, transferred, used, and stored.

The data, including personal data, you provide to us through this web site will be stored on Inscape Publishing's secure server located in Minneapolis, Minnesota. Your report will be provided to you in one of two methods depending upon the option selected by the individual (administrator) that sent you the access code for this profile:

1. Immediate availability of the report through this web site. If this option has been selected, you will be presented with choices to View, Print, Save, or Email your report upon completion.
2. Physical delivery of the report by the administrator.

The report delivery option selected by your administrator will be displayed to you upon completion of the response section of this web site.

Access to your personal data and any demographic information you supplied is restricted to authorized personnel and staff at Inscape Publishing, Inc. The administrator that sent you the access code has access to the completed report – not the individual data items and responses provided by you or the optional demographic information. If you choose to provide additional demographic information, this information, together with your individual responses, is used for research purposes only. It will not be provided to the administrator or any third parties and is not linked to your name or any other identifiable personal information. Inscape Publishing will not transfer your data to any third party or make the data available for use outside of its system.

Your completed report will be stored in an electronic database maintained by Inscape Publishing. The report will be available to the administrator via a web site that is secured by unique user ID and password. The administrator may access your report for the purpose of reprinting or for use in the generation of group reports. These group reports give the administrator the ability to include your individual report information with other individuals for the purpose of generating overview or summary reports for groups of individuals (e.g. a work team.)

Dialogue box when Do Not Accept is selected

Click OK to confirm your Do Not Accept selection or cancel to return to the Data Privacy Consent Form.

OK

Cancel

By selecting **Do Not Accept**, you have indicated that you do not agree to the terms of the Data Privacy Policy. A message indicating your choice has been sent to the administrator shown below:

Seven lines of contact info here

You can change your Data Privacy Consent selection by clicking on the access code link in the original email note sent to you by the administrator.

To close this window, [click here](#).

From: EPIC
Subject: Data Protection Consent Notification

The following individual did not accept the terms of the Data Protection Consent Policy:

Name: Joe Respondent

This individual will not be allowed to complete the [product name] report without accepting the terms of the Data Protection Consent Policy.

You should take one of the following actions:

1. Contact the individual and notify them that they need to read and accept the terms of the Data Protection Consent Policy before they can complete the profile. They can change their choice by clicking on the access code link in the original assign access code email message that you sent them and clicking Accept on the Data Protection Consent Form.

Or

2. Use your EPIC administrator account to reclaim the access code and add the credits back to your account. This function is available in

Manage Your Account >>Unassign Access Codes/Reclaim Credits