

Privacy Policy

The Apollonean Institute Pty. Ltd. is an ethical organisation, and wants to reassure organisations and candidates of the privacy of their information.

What information is collected, and why

The Apollonean Institute requests only a minimum of Name information in order to allocate a unique identifier to that candidate. Pseudonyms may be used by the candidate if he or she desires. Gender and salutation are requested as the Apollo Profile personalised reports use personal pronouns such as him/her, she/he. Organisation Name/Department are *optional* fields that may be used when part of an organisation survey. *Candidate age, address or email information is not requested.* However if purchasing an Apollo Profile report online, the **Bank Secure Payments System** will ask for email information to verify the payment transaction.

A series of statistically validated work-related questions are asked in order to compare candidate responses against others of the same level.

The Apollonean Institute does not request any “sensitive” personal information as defined in Section 6 of the Privacy Act 1988.

If you express interest in a product, or request information, your details may be included in our list of contacts. We may send you information or requests. You may elect not to be contacted if you wish. Your personal information will not be provided to a third party.

Purpose of collection of information

- a) The purpose of collecting candidate information is to provide candidates with comparative data across thirty-four factors effecting career success, so that they receive objective feedback and comments helpful to their career development.
- b) Organisations and professionals that are users of the Apollo Profile system may request candidates/employees to complete the Apollo Profile questionnaire for various career assessment purposes, including training and development, selection/recruitment, or organisation development.

How is information used

The candidate responses are compiled into a comparative assessment report across thirty-four factors that can be used for a number of career related applications, including career development and job suitability.

The raw candidate data may be used for further product research and development by the Apollonean Institute. Individuals are not identified for this research and development. Candidate data is not provided to any third parties.

Access

- a) Candidate reports are only available to the candidate, who may only access their report by using the Password they chose, and the unique Candidate Number generated and advised to the candidate by the Apollo Profile system.
- b) Or where a candidate is a client of a user of the Apollo Profile system, that user will have access to candidate report information, but not to how individual items were answered. Statistical comparative reports may also be produced for professional use. The Apollonean Institute encourages user organisations to provide candidates with their Apollo Profile report and appropriate feedback.
- c) Candidate data held by the Apollonean Institute has not been provided to any third party for any purpose whatsoever, and there is no intention to do so in the future. No mailing lists or marketing data has been supplied to any person or organisation whatsoever.

Security

The candidate data is stored in locked premises on secure/firewalled servers, and access is limited to authorised personnel.

ETHICS AND USE

The Apollonean Institute is committed to high levels of ethics and integrity, and used its best endeavours to obtain reliable data, and provide advice based on this data.

The Apollonean Institute maintains ongoing review for the 34 factors reported, and maintains a continuing research follow-up validation approach to provide updated information on the way the Apollo Profile is used.

With respect to the use by others of the Apollo Profile, our standards require that only accredited Apollo Profile interpreters are authorised to provide further interpretative input to the report profiling technology. This is so that clients may have confidence in the results, and be assured of receiving valid feedback.

While reports will be made available to clients on a general basis with reference to the 34 factors, no claims are made for specific or unusual circumstances that may be faced by individuals or in an organisation. The Apollonean Institute and its authorised parties provide assessment services to help

identify specific organisational needs, and organisations are encouraged to make contact with the Institute, or its representative.

DISCLAIMER

THE APOLLO PROFILE REPORTS ARE COMPILED FROM THE RESPONSES OF THE CANDIDATE COMPARED WITH OTHERS, AND IS INTENDED FOR USE AS A **GUIDELINE ONLY** FOR CAREER ASSESSMENT AND DEVELOPMENT PURPOSES. INACCURACIES OF DESCRIPTION MAY UNAVOIDABLY BE PRESENT, AND COMMENTS SHOULD ALWAYS BE VERIFIED FROM OTHER SOURCES. USERS ARE CAUTIONED TO ENSURE THAT THEY COMPLY WITH RELEVANT LAWS AND REGULATIONS. FURTHER INTERPRETATIONS TO THOSE PROVIDED IN THE REPORTS MAY ONLY BE MADE BY AN ACCREDITED INTERPRETER IN ACCORDANCE WITH THE APOLLO PROFILE INTERPRETER'S MANUAL. WHILST CARE HAS BEEN TAKEN WITH THE DESIGN AND INFORMATION CONTAINED IN THE APOLLO PROFILE, THE APOLLONEAN INSTITUTE PTY. LTD. DENY ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THE APOLLO PROFILE.

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