

Participant Privacy Notice

Cultivating Leadership¹ respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data which you provide to us, or which we obtain, when working with you.

We may update this privacy policy from time to time – you can find our latest policy by asking us for a copy.

1. IMPORTANT INFORMATION

Cultivating Leadership is the controller and responsible for your personal data (collectively referred to as "CL", "we", "us" or "our" in this privacy notice).

Please note, "employer" and "prospective employer" is collectively referred to as "employer".

We have appointed a data privacy manager who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the data privacy manager using the details set out below.

Contact details

Our full contact details are as follows:

Address: 17B Sunshine Ave, Paraparaumu, Kapiti Coast, New Zealand, 5032
Telephone Number: +64 (0) 220 100 402
Data Privacy Manager: Diana Manks
Email address: diana@cultivatingleadership.co.nz

2. THE DATA WE COLLECT AND HOW WE COLLECT IT

The data we may collect

We may collect, use, store and transfer some or all of the following:

- **Identity and Contact Data:** personal and identity data, including your names, date of birth, contact details;
- **Employment Data:** including your role and employer;
- **Assessment Data:** including interpretive reports, questionnaires, psychometric and psychological assessments, interview notes and recordings, coaching session notes, and development diagnostics. Where we need to collect personal data to carry out services for your employer, then if you do not provide us with this data, we may not be able to enrol you onto our assessments or courses, or provide

¹ Cultivating Leadership comprises a group of entities: Cultivating Leadership (NZ Partnership); Cultivating Leadership Limited (New Zealand); Cultivating Leadership Trading as Growth Edge Coaching; Cultivating Leadership PTY Limited (Australia); Cultivating Leadership LLC (USA); Growth Edge Coaching LLC (USA); Cultivating Leadership Limited (Ireland)

the information requested by your employer.

We will aggregate your data from different sources that you provide to create reports for you and / or your employer.

Where we collect your data from

We may collect your data from different sources:

- We may collect the types data listed above directly from you when you interact with us, and when you take part in interviews or assessments;
- We may collect Assessment Data from the providers of assessments which you perform;
- We may collect Employment, Identity and Contact Data from your employer;

3. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us using the details above if you need details about the specific legal ground, we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose / Activity	Lawful basis for processing including basis of legitimate interest
To register you as a candidate in connection with our services	Necessary for our legitimate interests (to enable us to perform our services).
To carry out assessments / diagnostics	Necessary for our legitimate interests (to provide assessments and reports to you and / or your employer, where you have agreed with your employer to engage with us for such purposes).
To provide services to your employer under a contract with your employer	Necessary for our legitimate interests (to provide services to your employer, where you have agreed with your employer to engage with us for such purposes).
To share information with your employer and its other advisors, as required by your employer	Necessary for our legitimate interests (to provide services to your employer, where you have agreed with your employer to engage with us for such purposes).
To share information with providers of psychometric assessments and	Necessary for our legitimate interests (to provide services to you and / or your employer, where you

development diagnostic assessments	have agreed with your employer to engage with us for such purposes).
To carry out administration in connection with the provision of services to your employer.	Necessary for our legitimate interests (to provide services to your employer, where you have agreed with your employer to engage with us for such purposes).
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey	(a) Necessary to comply with a legal obligation (b) Necessary for our legitimate interests (to keep our records updated and to study how candidates respond to our assessments and processes)

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. In addition, we may process your personal data without your knowledge or consent, where this is required or permitted by law.

4. DISCLOSURES OF YOUR PERSONAL INFORMATION

We may have to share your personal data with the parties set out below for the purposes set out in the table in paragraph 3 above:

- **Your employer**, to whom we may provide the results of our assessments.
- **Our consultants** some of whom are self-employed.
- **Assessment and report providers** who may be based within the UK, EEA or outside the EEA.
- **Service providers** based within the UK, wider EEA or outside the EEA who provide IT and system administration services, and transcription services.
- **Our professional advisers** including lawyers, bankers, auditors and insurers based in the UK or EEA who provide consultancy, banking, legal, insurance and accounting services.
- **HM Revenue & Customs** regulators and other authorities based in the UK who require reporting of our processing activities in certain circumstances.
- **Third parties** to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

5. INTERNATIONAL TRANSFERS

We may transfer your personal data to third parties providing services to us who are based outside of the European Economic Area (EEA). This includes parties providing IT administration services and hosting services (such as Drop Box) and assessment providers based outside of the EEA.

Whenever we transfer your personal data outside of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- transferring data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- using specific contracts approved by the European Commission which give personal data the same protection it has in Europe; or
- for providers based in the US, we may transfer data to them if they are part of the Privacy Shield.

6. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We will retain your personal data for up to 2 years after the date of your last interaction with us.

7. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These rights are set out below. If you wish to exercise any of the rights set out above, please contact our Data Privacy Manager.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

Complaints

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues in the EU (www.ico.org.uk), or to the relevant data protection regulator in your region. We would, however, appreciate the chance to deal with your concerns before you approach the ICO or regulator for your region, so please contact us in the first instance.

Your legal rights

Your legal rights are as follows:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal data that we hold about you. This enables you to have any

incomplete or inaccurate data we hold about you corrected.

- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.