

KINGSLEY ASSOCIATES EMPLOYEE SURVEY PRIVACY POLICY

This policy defines the commitment of Kingsley Associates to protect the privacy of employee survey response data that is collected or used in the course of providing services to our valued clients.

We do not share any individual employee survey responses with clients.

Kingsley Associates treats employees' sensitive data with the upmost respect and confidentiality. Kingsley Associates will never, under any circumstances, share any individual survey data. Kingsley Associates agrees to keep confidential all survey responses which it obtains in connection with its employee survey engagements. Kingsley Associates will respect legal privacy requirements and is committed to complying with all applicable laws.

We receive all submitted survey data directly to a proprietary database.

Kingsley Associates is the sole recipient of all submitted survey data. Clients do not have access to the survey results database or Kingsley Associates' survey systems.

We remove all personal information when publishing and distributing survey results.

Kingsley Associates only uses aggregate data when providing survey results to clients. No personal information is ever shared or disseminated.

We disclose personal information only when required by Law or court order.

Kingsley Associates may disclose personal information in the event any confidential information is required to be disclosed by Law or order of any Government authority having jurisdiction (i.e., in connection with law enforcement investigations or court proceedings).

We align our Human Resources processes with Kingsley Associates' privacy policy.

Kingsley Associates aligns its Human Resources processes, policies, practices, and guidelines (for information that is collected or used relating to former, current, or prospective employees) to comply with this policy.

We provide a way to verify compliance and process complaints.

Kingsley Associates reserves the right to modify and update this policy or its related business practices at any time. If you have any questions about our privacy policy, please contact us at privacy@kingsleyassociates.com, with the subject line, "privacy" or by calling 770.908.1220.