

1. GENERAL

This Privacy Policy relates to your use of E-evaluate-IT (the "Site") at www.e-evaluate-it.com. It is designed to let you know what personal information may be collected by E-evaluate-IT, how your information may be stored, used or disclosed, and how you can contact us regarding your personal information.

E-evaluate-IT is an online survey and data collection platform that is owned and operated by Evaluation Solutions Pty Ltd. E-evaluate-IT hosts online data collection tools that may be in the form of a survey, form, quiz, ballot, questionnaire, diagnostic or other data collection instrument ("Survey").

The amount of personal information that you provide to E-evaluate-IT will depend on the purpose of your visit. Users may visit the Site for various purposes, including as a Survey Owner, Site User, Respondent, and Site Visitor. Information about the type of personal information we collect and the way we use your information is provided below for each type of visitor.

2. HOW WE COLLECT & USE INFORMATION

SURVEY OWNER

You may be a customer of Evaluation Solutions, and have a survey, form, quiz, ballot, questionnaire or other data collection instrument hosted on the E-evaluate-IT platform (the Site). At times, Evaluation Solutions (the owner of the Site) may also be the Survey Owner, when providing survey consulting and data collection for our customers.

As a Survey Owner, the personal information we collect from you in the course of providing services to you is held by Evaluation Solutions Pty Ltd. A Survey Owner may also be a Site User (see below).

SITE USER

You are a Site User if you are a Survey Owner with access to a dashboard interface through which to manage your Survey and access information and data related to your Survey (the "Dashboard"). E-evaluate-IT may collect personal information such as your name, email address and other information for the purpose of providing you access to the system. E-evaluate-IT may also log your usage and activity on the Site for the purpose of enabling the Site to function, ensuring the integrity of the system, and providing customer support and trouble shooting.

RESPONDENT

You are a Respondent if you have accessed a survey, form, quiz, ballot, questionnaire or other data collection instrument ("Survey") that is hosted on the E-evaluate-IT Site. You may have received a survey invitation from the E-evaluate-IT system (survey@e-evaluate-it.com) or directly from a Survey Owner, or you may have linked to a Survey on E-evaluate-IT from another website, or by accessing a registration form on a Survey Owner's website, or by another method.

E-evaluate-IT may collect personal information from you if you choose to participate in a Survey or register to participate in a Survey. E-evaluate-IT may collect personal information including your name and email address, and other personal information provided in your responses to survey questions and form fields. Depending on the design of the Survey, some information may be mandatory, and you will be unable to participate in the survey without providing this information.

E-evaluate-IT will also record Log Data including the date and time that survey data is received, IP address, operating system, and device type. This information may be appended to your survey response, and also assists us to troubleshoot technical issues, monitor Site security, and protect the Site from fraud and malicious activity.

If you have been sent a survey invitation from the E-evaluate-IT system (survey@e-evaluate-it.com), it is likely that personal information including your name and email address has been provided to us by the Survey Owner or their client, for the purpose of administering the survey. This is typically true for organisational and staff surveys and 360-degree feedback surveys, for example. Further information will usually be provided on the Survey cover page regarding the anonymity status of the survey, the way your information will be used, who is conducting the survey, and who will have access to the results. If you are unsure who the Survey Owner is, you may contact E-evaluate-IT to request clarification.

If you have registered online for a Survey such as a quiz or diagnostic, including with the purpose of receiving a personalised report, then your personal information including name and email address will be collected at registration or at the end of the survey. E-evaluate-IT may use this information to prepare your personalised report, or to send you a link to access your report. It is likely that your data, including any personal information you provide, will be accessible to the Survey Owner who has undertaken to provide this product to you. The Survey Owner is likely to receive personal information including your name, email address and other data collected at registration, as well as your survey response data, diagnostic result and a copy of your personalised report. Your personal information may be (but is not always) transferred to the Survey Owner's customer data system. You should contact the Survey Owner to ascertain the details of their Privacy Policy, and how they will use your personal information. If you are unsure who the Survey Owner is, you may contact E-evaluate-IT to request clarification.

E-evaluate-IT does not rent or sell personal information to third parties for marketing or other such purposes.

SITE VISITOR

You are visiting the E-evaluate-IT website for information, or to submit an enquiry. E-evaluate-IT does not require you to provide any personal information, unless you submit an enquiry and request us to contact you. In this case we collect your personal information for the purpose of responding to your enquiry.

3. COOKIES

Cookies are small files that are stored by your browser to enable a website to remember information about you, to tailor your user experience. Cookies do not access information that is stored on your computer.

E-evaluate-IT uses cookies only as necessary for the website to function. For Respondents, E-evaluate-IT uses cookies in Surveys to enable some features such as drop-down menus and layout controls. For Survey Owners who are Site Users, E-evaluate-IT uses cookies to enhance the operation of the Dashboard, such as in managing logins across pages.

E-evaluate-IT does not use any advertising, marketing, social media or targeting cookies. You are able to change your browser settings to control the use of cookies or remove cookies from E-evaluate-IT. If you do this, you may not be able to use all features of the Site.

4. LINKS FROM OUR SITES

E-evaluate-IT may link you to other websites. You should be aware that any such links are not subject to the E-evaluate-IT privacy policy, and you read carefully any policy documents or terms and conditions that appear on linked websites before disclosing any personal information. E-evaluate-IT is not responsible for any practices on linked websites that might breach your privacy.

5. SPAM MAIL (ADVERTISING OR PROMOTIONAL EMAIL)

E-evaluate-IT will not send any unsolicited advertising or promotional mail (electronic or otherwise) to users of E-evaluate-IT without first requesting your consent. If you are receiving advertising or other promotional material from E-evaluate-IT, you may ask to be taken off our mailing list at any time by sending an email to info@e-evaluate-it.com with the subject "Unsubscribe".

E-evaluate-IT may send you invitations or reminders to participate in a Survey, as directed by the Survey Owner or their client. In this case your consent would have been obtained by the Survey Owner or their client.

6. DATA STORAGE & SECURITY

We take the protection of your personal information very seriously and take all reasonable steps to protect your personal information, however it is important to note that no systems storing or transmitting information online are completely secure. Your information is stored in a secure environment to safeguard it from misuse, disclosure, alteration or destruction.

E-evaluate-IT is hosted in a secure commercial data centre located in Australia (Victoria and NSW). The tier-one Data Centre has UPS back-up power facilities and fire suppression protection and is protected by stringent firewalls and several physical security layers. These facilities meet the Australian Communications Electronic Security Instructions 33 (ACSI 33) issued by the Australian Government Defence Signals Directorate.

7. ACCESSING YOUR PERSONAL INFORMATION

You have the right to request to access, update or correct any of your Personal Information that E-evaluate-IT is holding. You may contact E-evaluate-IT for such requests using the information at the end of this Privacy Policy.

8. CONTACT US

E-evaluate-IT welcomes any feedback you may have regarding our privacy policy. If you have any questions or queries relating to this policy, contact the Privacy Officer by email at info@e-evaluate-it.com, or by phone on +61 (0)3 9988 7888.

9. MISCELLANEOUS

In this policy "personal information" has the same meaning as under the Australian Privacy Act. This privacy policy was last updated on 1 July 2023. We may update this policy from time to time. Any changes we make to our privacy policy will be posted on our website.