



# Participant Confidentiality Notice

Your privacy is important to us, and maintaining your trust and confidence is one of our priorities. We respect your right to keep your personal information confidential. SKS Consulting Group ("SKS") adheres rigorously to the American Psychological Association (APA) code of ethics with respect to privacy and confidentiality and participates in regular audits to ensure alignment with national and international best practices concerning data transmission, encryption, use, and storage. We understand we have a primary obligation and take reasonable precautions to protect confidential information obtained through or stored in any medium, recognizing the extent and limits of confidentiality may be regulated by law.

## Type of Information We Collect

SKS collects certain personal information, but only when that information is provided by you or is obtained with your authorization. SKS uses that information to prepare assessment results. Examples of sources from which SKS collects information include but are not limited to: interviews and phone calls, online exercises, personal resumes, and/or online LinkedIn profiles.

## Parties to Whom We Disclose Information

As a general rule, SKS does not disclose personal information other than work relevant experience to the potential employer or employer organization. However, to the extent permitted by law and any applicable state Code of Professional Conduct, certain nonpublic information may be required to be disclosed in cases of legal proceedings or alternative dispute resolution proceedings either initiated by or against us.

## Confidentiality and Security of Nonpublic Personal Information

Except as otherwise described in this notice, SKS restricts access to nonpublic personal information about you to employees at our firm. User access controls and authorization procedures ensure that only authorized individuals gain access to information or systems necessary to undertake their duties. SKS maintains physical, electronic, and procedural safeguards in compliance with applicable laws and regulations to guard personal information from unauthorized access, alteration, or premature destruction. Per the SKS Information Security Policy, data is retained electronically in perpetuity. Any physical documents are kept in access-controlled areas until off-site secure certified shredding can occur.

If you have any questions regarding this privacy notice, please contact SKS Consulting Group via email at [sksclientservices@sksconsulting.org](mailto:sksclientservices@sksconsulting.org) or call 952-926-9852.