

Privacy Collection Statement

ialign Pty Ltd

For all references and purposes, "ialign" refers to the services provided under the business name "ialign" by the company ialign Pty Ltd.

Introduction

ialign values your privacy and is committed to protecting your personal information. We comply with all relevant legislation, including the Privacy Act 1988, Australian Consumer Law, Spam Act 2003, the Notifiable Data Breaches (NDB) scheme, and the Fair Work Act 2009.

Our psychologists also adhere to the Psychology Board of Australia (PsyBA) Code of Conduct and the Health Practitioner Regulation National Law. By accessing our services, you agree to the terms of this Privacy Collection Statement.

If you have any objections to this Privacy Collection Statement, please refrain from accessing or using our services and do not submit your personal information to ialign.

ialign may update this Privacy Collection Statement & Informed Consent

Collection of Personal Information

We may collect a range of personal information from you, which typically includes basic information such as your name, address, position relevant to current work, and contact details. While we do not collect sensitive details such as medical or criminal history, we may refer you to third parties who collect psychometric data. We collect only the information that is necessary for our business functions and activities, ensuring it is relevant and lawful. We are committed to culturally safe assessment practices, acknowledging biases, and responding to cultural needs, especially for Aboriginal and Torres Strait Islander peoples

How We Obtain Your Information

- Directly from you via forms, online platforms, emails, or conversations.
- From your employer or commissioning organisation, where authorised.
- From third-party service providers supporting assessment or business operations.

Purpose of Collecting Your Information

- Providing psychological assessments, professional development services, and organisational reporting.
- Administering and interpreting psychometric tools.
- Research, evaluation, and development of assessment tools or organisational insights (aggregated or de-identified).

- Marketing communications, event notifications, and updates relevant to our services.
- Compliance with legal, regulatory, or professional obligations.

Use and Disclosure of Your Information

Your personal information may be disclosed to:

- Internal staff required for administration, assessment, and reporting.
- Partners, service providers, or suppliers assisting with assessments, research, or infrastructure.
- Only registered psychologists or suitably qualified practitioners will interpret assessment data, and their competence is ensured through appropriate supervision and professional standards compliance
- Employers, referrers, or commissioning organisations as authorised by your consent.
- Regulatory bodies, insurers, or referees as required by law.

You may request access to or correction of your information by contacting **info@ialign.com.au**. We rely on the accuracy of information you provide and will assist you in maintaining it.

Limits to confidentiality: information may be disclosed without consent if required by law, in cases of serious or imminent risk to self or others, risk to children or vulnerable people, or under mandatory reporting or AHPRA notifiable conduct obligations.

Professional Boundaries

ialign and its psychologists are committed to maintaining clear professional boundaries. Where we provide assessments alongside other consulting or advisory services within the same organisation, we manage potential conflicts of interest to ensure that assessment processes remain independent, objective, and unbiased. Participants and commissioning organisations can be confident that assessment results are handled impartially, and decisions about individuals are made separately from other business or advisory engagements.

Use of De-identified and Aggregated Data

Where assessment data is used for research, evaluation, or development purposes, ialign will only use de-identified or aggregated information that cannot reasonably be linked back to an individual. We take all reasonable measures to protect participant privacy and ensure their identity remains confidential. This may include removing personal identifiers, aggregating results across groups, and limiting access to authorised staff or collaborators. Individual results will not be disclosed in such datasets without explicit consent.

Security of Your Information

- Data is stored securely in electronic and hardcopy formats, with restricted access to authorised personnel.
- Assessment platforms and systems are encrypted and protected.
- Your information may be stored or processed in countries where we or our service providers operate. All transfers comply with Australian privacy laws.
- Business records are retained according to legal and operational requirements.
- Psychological assessment records are retained for at least 7 years, and for minors until age 25, consistent with professional guidelines.
- Personal and sensitive information is destroyed securely at the end of retention periods

In the event of an eligible data breach, we will comply with the Notifiable Data Breaches scheme, including notifying affected individuals and the Office of the Australian Information Commissioner (OAIC) where required.

Social Media Code of Conduct

Users engaging with our social media must:

- Respect the privacy of individuals and organisations.
- Avoid defamation, harassment, discrimination, flaming, spam, or advertisements.
- Obtain written consent before posting photographs or videos of ialign staff, clients, or community members.
- Respect copyright, trademark, and other laws governing content.
- Keep comments relevant to the topic and avoid advocating illegal activities.

ialign may remove posts that breach these guidelines and may block repeat offenders.

Consent

By providing personal information, you consent to its collection, use, and disclosure as described in this Statement, including:

- Collection and processing by ialign or authorised third parties.
- Sharing assessment reports with employers, referrers, or other parties named in your consent form.
- Electronic communications and transactions.

Consent may be withdrawn at any time; withdrawal may limit the ability to complete or report on assessments.

Privacy Inquiries and Complaints

- Business or privacy-related enquiries: info@ialign.com.au
- Concerns about psychologist conduct: AHPRA – 1300 419 495 | ahpra.gov.au