

Privacy Policy Statement

The business we are in.

Harrison Assessments Int'l Ltd (HAI) specializes in employment and career suitability profiling. We use the HAI profiling system to help determine whether a person is behaviorally suited to a specific job, job type or to various jobs. The use of the HAI profiling system involves having the person complete the online Harrison Assessments work preference profiling questionnaire. This proprietary product asks the person to prioritise his/her work-related preferences. From this personal information, the HAI software generates an occupational "profile" of the person.

Our position with regard to International Privacy Principles.

We are committed to full compliance with International Privacy Principles in all aspects of our business. These principles cover the following range of activities:

- Providing secure online management of all profilee data.
- Collection of personal information in our web questionnaire.
- Secure storage of personal information associated with assessments.
- Use and disclosure of personal information under strict secure database controls.
- Access and correction via secure URL.
- Identifiers which restrict access to the database.
- Anonymity when research is carried out on profilee data.
- Performance and statistical research which is general and anonymous.

The type of personal information that we collect and hold.

This is generally limited to three types:

- Information that a person, either a job applicant or a person seeking career advice, provides about his/her own work preferences. The questionnaire also asks for the person's name for identification purposes. Questions covering age, gender and ethnic origin can be answered optionally and are kept for statistical purposes. That information is not provided to employers but may be used to ensure equal opportunity employment.
- If an employer supplied you with access to our assessment, the employer will have access to the information to be used for the purpose they deem necessary for you to take the assessment.
- Information about a person's work place performance, as evaluated by his/her managers. This is to satisfy the requirements of organisation-specific research only and access to it is restricted to the client for whom the profilee assessment was completed, our research team and the required technicians.

- Information that people provide so that we can contact them. This can include telephone numbers, mobile telephone numbers, fax numbers or email addresses and sometimes home addresses.

Why Harrison Assessments Int'l needs this information.

- In order to assess the suitability of a person to a job, job type or various jobs using the HAI profiling system as the tool for analysis.
- In order to conduct performance research into the traits which are closely correlated with high performance in a specific job within a specific organisation.
- In order to provide anonymous profiles for statistical research to the developer of the Harrison Assessment profiling system. This research is undertaken periodically to ensure that the questionnaire is not biased against any specific age group, gender or ethnic group.
- In order to maintain contact with our clients and users of our services.

Privacy of children.

HAI is generally used to assist in the selection, recruitment and development of employees, though it can also be a tool for career development, which may be used by young people. We do not however have content that would be considered unsuitable for children and all data is protected equally.

Storage, transfer and disposal of personal information.

Personal information data entered into our database is stored securely and cannot be accessed by unauthorised persons.

When information is accessed reports are run from within a secure website where all care is taken to ensure confidentiality and to protect the privacy of the information until it reaches the intended recipient.

Personal information is never given to an unintended party without the express permission of the person profiled. It is only given to the intended party. By “intended party” we mean the person who requests the profiling to be undertaken. This could be the person himself/herself, the person’s employer, consultant or prospective employer.

If an employer supplied you with access to our assessment, the employer will have access to the information to be used for the purpose they deem necessary for you to take the assessment.

How can a person query Harrison Assessments Int'l about possible breaches of privacy?

If a person believes that his/her privacy has been breached by any action of HAI he or she can query us directly via email: privacy@harrisonassessments.com

We will respond to any query immediately wherever possible.

If the person feels that his/her query has not been dealt with satisfactorily, he/she can take the complaint to be resolved through the Arbitration Commission in Hong Kong in accordance with rules of Arbitration.

Summary statement.

HAI values and respects the confidential nature of the personal information supplied to it by organisations and private individuals. It takes every care to safeguard such personal information with regard to its proper use, storage, transfer and disposal.