

## IHHP Privacy and Data Retention Policy EI360 Assessment

1. The EI360 platform is a secure, confidential and encrypted platform provided by Qualtrics, who is ISO 27001 certified.<sup>1</sup>
2. At IHHP, only individuals acting in a Client Services capacity are permitted to generate participant's EI360 reports.
3. The participant's EI360 report is generally not shared with or accessible to anyone other than the participant. The only exceptions are with: 1) IHHP Certified Executive Coaches, as applicable; and 2) a designated client contact for the purpose of having the reports printed. As per IHHP's EI360 Policy and Privacy and Data Retention Policy: An electronic copy of each participant's EI360 report is provided to the client contact for the sole purpose of having the reports printed and placed in sealed envelopes labeled with the participant's name and the phrase "Private and Confidential". IHHP requires that the client contact in no way review or share the reports with anyone for any reason. Once printed, the client contact is required to delete all EI360 reports.
4. For research purposes we store data that does not include any Personally Identifying Information (PII). We do not retain any PII information on IHHP systems.
5. The data collected from the EI360 Assessment is retained on the EI360 platform for 18 months, after which, it is permanently deleted.

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<sup>1</sup> <https://www.qualtrics.com/security-statement/>

The scope of the ISO/IEC 27001:2013 certification is limited to the information security management system (ISMS) supporting the operational data center environment, personnel, policies, operational procedures, information systems and networks used in the direct provision of the Qualtrics Experience Management platform to Qualtrics customers, and in accordance with the statement of applicability, dated November 15, 2018.