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## Privacy and Confidentiality of Information Agreement Form for All IDI<sup>®</sup> Qualified Administrator (QAs)

1. IDI, LLC understands the importance of maintaining privacy and confidentiality of information gathered and processed using IDI<sup>®</sup> v3 assessment and our web-based data storage and analysis system.
  
2. IDI, LLC and QAs may use and disclose information gathered through the administration of the IDI<sup>®</sup> v3 in the following ways:
  - The QA will have access to IDI<sup>®</sup> v3 individual, group, and administrator profile data and reports (IDI<sup>®</sup> data) only for the online IDI<sup>®</sup> username groups set up by individual QAs.
  - IDI, LLC will have overall administrator oversight and access to IDI<sup>®</sup> v3 individual, group, and administrator profile data and reports for the online IDI<sup>®</sup> username groups set up by individual QAs.
  - Individual QA online IDI<sup>®</sup> username group data will not be available to anyone else except IDI, LLC and the individual QA who set up the online IDI<sup>®</sup> username group. The individual QA may, at his/her sole discretion, provide access to IDI<sup>®</sup> data to other QAs (e.g., QAs who are formally attached to the client organization who completed the IDI<sup>®</sup> v3 assessment). Should this be done, written notification, specifying name, address, and contact information and a statement that this individual is an IDI<sup>®</sup> Qualified Administrator, must be provided to IDI, LLC of such access.
  - When the IDI<sup>®</sup> v3 assessment is administered in the paper version, the data is either machine entered (scanned) and saved into a file that the QA uploads into the web-based system, or the QA manually enters the data directly into the online analysis system.
  - When the IDI<sup>®</sup> v3 assessment is administered online, respondents are given a unique username and password that allows them to take the IDI<sup>®</sup> v3 assessment. The data is stored on a secure server. The QA administering the IDI<sup>®</sup> v3 assessment is the only person with a unique username and password to enter the data set on the server. The QA is able to directly download the group and individual data into a file if desired and is also able to download the various individual, group, and administrator IDI<sup>®</sup> v3 profile reports.
  - The IDI<sup>®</sup> online data “control” resides directly with IDI, LLC. Authorized (or Designated) employees of IDI, LLC set up and monitor completed IDI<sup>®</sup> v3 assessments. Under no circumstances is anyone else given access to the QA's data sets.

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3. IDI<sup>®</sup> v3 assessment data is incorporated into the IDI<sup>®</sup> research database when the QA provides such permission. Data will be moved to the IDI<sup>®</sup> research database with the following changes: (1) respondent names will be removed and an internal identification (ID) number will be assigned, (2) the name of the organization or educational institution will be removed and an internal identification (ID) number will be assigned.
  
  4. IDI<sup>®</sup> v3 assessment data from individual QA online IDI<sup>®</sup> username groups will be maintained on the IDI<sup>®</sup> analysis database for up to five years. At such time, the QA online IDI<sup>®</sup> username group IDI<sup>®</sup> v3 assessment data may, at the sole discretion of IDI, LLC, be removed from the QA database. QAs may export their IDI<sup>®</sup> data at any time for storage outside of the online system. It is the responsibility of the QA to export the data and maintain it in a secure location. This file data may be inputted on the IDI<sup>®</sup> analysis server for future analysis by the individual QA.
  
  5. Privacy is maintained as follows:
    - The QA database and the IDI<sup>®</sup> research database are hosted by FullControl Network, Inc., located at:  
14400 College Blvd, Suite 103  
Lenexa, KS 66215 USA on a secure server .
    - FullControl Network, Inc., is certified as a Microsoft CERTIFIED Partner through Microsoft.

FullControl Network, Inc., has security measures in place to help prevent the loss, misuse, and alteration of hosted data, and has security measures to prevent loss, misuse and alteration the IDI<sup>®</sup> data. When QAs or respondents use the online IDI<sup>®</sup> v3 system, all information is protected by the restriction system in place. IDI, LLC DOES NOT STORE credit card numbers and makes use of SSL.

List of FullControl security measures:

<http://www.hyperfive.com/serverprotection.aspx>

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**Full Name of IDI<sup>®</sup> QA**

**Date**