

# DATA STORAGE AND SECURITY

## Data Storage

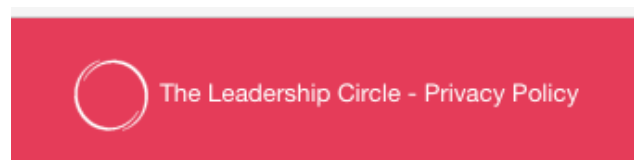
Data obtained in the Project Centre is stored in a global server.

The data on the disks is encrypted with 256 bit AES encryption which to date has never been broken and they are not able to be read.

Data is stored across separate files and it is not possible to look at any of the files and match up how participants or evaluators responded to each question. In order to access the data within our system you would need to know how the questions relate to the answers and with over 16 billion answers this is no easy task.

## Data Security

Data in Project Center is owned by TLC. Privacy of that data is the responsibility of TLC, and what we do with that data is displayed in our privacy statement that users must agree to in order to proceed to do a survey. If they don't agree they don't click it and they don't proceed and we don't have their data.



By checking the box you agree to TLC'S [Privacy Policy](#).

- I have read and agree to the Privacy Policy
- I'm interested in receiving materials that support my development

Accept

Decline

Data in the system is only personal data if it can be identified to the respondent or originator of the data. For example, here is a set of answers to survey questions where users score between 1-5.

4, 4.5, 4, 4, 4, 5, 4, 4.5

Since this data is from an LCP and from an actual user, it is still only a set of numbers and does not qualify as personal data.



Below is a sample response from an evaluator responding to one of the three free text questions for an LCP:

**“I think she could conduct meetings with more planning”**

Since it is not linked to a user in anyway, we cannot classify it as personal data. Therefore, according to our privacy statement we can use the data for internal purposes. Evaluators are able to include their name in their free text responses and we do see this from time to time. Reason being the evaluator would like to be identified as providing their feedback.

## **Deletion of Data**

Users and client can ask for all their data to be deleted and it needs to be a written request. We will always comply with this request as it forms part of our Privacy Statement and it is also a part of the GDPR.

We would like to advise that we don't recommend the deletion of data as it cannot be retrieved once deleted. Should a client wish to run any retake profiles or conduct comparisons or group reports, it would no longer be possible due to the data no longer existing.

