

Scoring & Report Service PRIVACY Statement

The SASSI Institute is committed to protecting your privacy. We have worked hard to protect confidentiality, to restrict the transfer of personal data, and ensure appropriate technical safeguards involving the Scoring & Report Service using the Substance Abuse in Vocational Rehabilitation – Screener2 (SAVR-S2) and the Substance Abuse Screener in American Sign Language (SAS-ASL). We can ensure the protection of your client information through your submission of de-identified questionnaires.

Information Collection on our website:

When you register with the online Scoring & Report Service to access and administer the SAVR-S2 and SAS-ASL, we collect name, credentials, user ID, account password, employer, e-mail addresses, fax and phone numbers, and IP address information.

We do not collect any financial or billing information on our website. Please call 1-800-726-0526 to place your order with one of our customer service specialists. Once your purchase has been made, we'll track your usage and let you know when it is time to reorder.

How we use your information:

- We may use your email address or phone numbers to communicate with you about your test submissions, product information, or website changes.
- We may use your information in the course of performing security checks on our website. We may track your use of our website for the purpose of analyzing trends and statistics to help improve the site. This information remains anonymous through the use of third party multilayer software.
- We may use your information to send you product updates and information.
- The IP address information is logged only for security purposes to be used in the event of illegal or malicious use of the website.
- All other information gathered is used to ensure the security of your use and access of the Scoring & Report Service and website.
- In the event of an asset sale, merger, restructuring, reorganization, liquidation or similar transaction we may transfer your information to the successor company.
- Information is collected through cookies and used for session management. We do not use this information to track your visits to other websites or to gather demographic information about you.

Submission of client data:

Protecting the privacy of your clients/customers is of the utmost importance to us and therefore all information submitted is to be de-identified. In order to submit de-identified questionnaires we ask that you generate a client ID for each client. To protect the confidentiality of your clients, use a number that does not consist of a social security

number or any other personally-identifiable information. We have provided a Client ID tracking form to assist you in this process. It is available for download on the sassi-srs.com website. Submitting de-identified questionnaires will ensure client confidentiality.

Submitting de-identified questionnaires does not relieve you from any other confidentiality procedures and regulations between you and your client.

Should you submit a questionnaire with personally identifiable information regarding your client, we will discard the record from our report processing software without sending a questionnaire results report. As soon as this error is identified in our system the record will be permanently erased. You will receive an e-mail or be contacted by fax or phone with instructions for re-submission of the form without personally identifiable information. Our communication regarding the form will be identified by the date, time and demographic information so that you can determine which form is being requested to be resubmitted.

Our use of data submitted:

We reserve the right to aggregate or compile and use any data obtained from the scoring of our questionnaires, and to utilize this data for research, product development, and statistical analysis. This data is only used in aggregate and never is associated with any individual's identity.

Return of Questionnaire results

Questionnaire results are identifiable only by the de-identified client ID number that you have assigned and will be sent to you via e-mail or fax. During registration you must specify whether you want your report results returned to your e-mail address or fax machine. You may change this option at any time by logging into your account and clicking on the "Update Profile" link. It is your responsibility to ensure the privacy and security of those report delivery locations.

Disclosure of information collected:

We do not sell, trade, rent or otherwise distribute to any entity or organization the individual information our customers provide when registering with the Scoring & Report service.

Updates to privacy policy:

We may modify our SRS Privacy Statement at any time. Updates will be posted on the SASSI Institute Scoring & Report Service sassi-srs.com website and should be reviewed periodically for those changes. Your continued use of SAVR-S2 and/or SAS-ASL constitutes your agreement with the posted Privacy Statement.

If you choose to visit our website, both your visit and any dispute over privacy is subject to this Scoring & Report Service privacy statement including limitations on damages and application of the law of the state of Indiana.

To contact us with any concerns regarding our Privacy Statement please call 1-800-726-0526 and ask for our Security Officer.

Links to other, Third Party websites

We may provide links on our website to third party sites we think you may be interested in or find helpful. These sites are independent from the sassi.com or sassi-srs.com sites and have their own separate privacy policies. When you visit the third party site you are subject to their Privacy Policies and Agreements and not ours.

Customer Responsibility

You must take steps to maintain the security of your private information such as the security of the location of your Client ID tracking form, the security of your report delivery locations, and to any unauthorized access to your computer.