

## PRIVACY STATEMENT TIFF® QUESTIONNAIRE

Functional Fluency International (FFI) is convinced that the protection of test data and personal data is of great importance for the trustworthiness of its services. Test data and personal data are therefore handled and secured with utmost care. When you complete the TIFF® questionnaire and supply your personal data, FFI stores this information in a secured environment. The data we collect is stored in a location within the European Union, and in compliance with the relevant international standards. This information is used by FFI (1) to calculate your TIFF® profile, (2) to calculate group profiles, (3) to create statistical surveys and (4) for conducting research.

Your results and personal data will only be used for the above purposes. In the group profile, your individual answers will not be recognizable. If your group or team wishes to share individual group or team member answers, these answers can be made visible upon request.

For processing purposes and for the purpose of conducting the TIFF Feedback session, your TIFF Provider license holder and/or trainer is able to see the individual answers. Statistics help us to compare the use of energy in different cultures, companies, and teams within companies. For example, we can calculate an average TIFF® profile for all managers in the public sector or all individual clients in a certain country. This knowledge helps us to increase our understanding of Functional Fluency and TIFF® to improve our services.

Your TIFF® profile will be calculated and made available to your TIFF® Provider. Functional Fluency International expects from its license holders a professional, respectful, and discrete attitude in providing identifiable test results to others. The privacy policy of the organisation that provides the service applies here. If you have any questions about the way your answers and personal data are handled, please feel free to contact us at [info@functionalfluency.com](mailto:info@functionalfluency.com).

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