Ethical Use Guidelines relating to use of the 16pf® instrument and Hilson™ and public safety related suite of products

Administration, Feedback, and Use of Data (including research)

These are the requirements of the PAN Group (comprising Institute for Personality and Ability Testing, Inc., IPAT Holdings Limited and Performance Assessment Network, Inc.) for giving feedback on individual results to respondents may be waived where data are being gathered for research purposes only. If the questionnaire or test is being used in a research context such as to establish its reliability or validity, the experimental nature of its use should be clearly communicated to respondents.

Questionnaire or test data acquired within an organizational/employment context should be used in accordance with relevant employment laws and professional standards. Data acquired for one purpose (e.g., team building) should not be used for another purpose without the respondent's specific knowledge and consent.

We respectfully remind Qualified Users of their obligations that form part of an assessment procedure. These are:
- To follow the administration, scoring and interpretation instructions contained in the manual of the instrument concerned, to ensure that tests and questionnaires are properly used;
- To ensure that no unqualified person is allowed to administer, score or interpret psychometric instruments;
- To keep psychometric tests and questionnaires in a safe place to prevent unqualified use and other abuses;
- To tell respondents how long assessment data will be kept on file, and indicate to whom and under what circumstances data will or will not be released;
- To take reasonable steps to keep individuals' results confidential, only divulging them to someone other than the respondent when there is legitimate right to know and with the respondent's full knowledge;
- To observe all applicable laws on the protection of personal data;
- When communicating results, to ensure that their implications are clear to the recipient, and to explain the limitations of the psychometric instruments in any report;
- To use their best efforts to see that the respondent receives adequate information as to the purpose of the testing and whether or not feedback on his or her results will be provided;
- Never to violate copyright law by photocopying, computerizing, posting online, or adapting any part of a test or proprietary scoring system, norm tables, algorithms, or its profile forms;
- To take corrective action where bad practice or breach of copyright or infringement of trademark is evident in their organization;
- To review results regularly, including the outcome of decisions taken on them; and
  To be aware of local laws particularly when it relates to differences between groups (e.g., members of protected subgroups of the population).

Where a Qualified User (as defined in the 16pf.com General Terms of Business, meaning the user qualified in use of the 16pf® psychometric test and/or Hilson™ and public safety related suite of products, as applicable, and named on the customer account held by the PAN Group, moves to a new employer or a new section of their existing employer, and is unable to take with him or her any Restricted Materials (as defined in the 16pf.com General Terms of Business, meaning the 16pf psychometric test and/or materials and/or tests and materials related to the Hilson and public safety related suite of products, or other applicable tests and materials) in his or her possession, it is the Qualified User's responsibility to ensure that the Materials are not left in the care of an unqualified person. It may be possible, for instance, to pass them on to a colleague who is also a Qualified User with the PAN Group and is qualified to use the relevant Restricted Materials. In the event that there are no known qualified individuals registered with the PAN Group to whom the Restricted Materials may be entrusted, Qualified Users may wish to contact Customer Service to discuss the possibility of training and certifying a new Qualified User.