



Privacy Policy

Valentris Advisory Group ("VAG")

Valentris Advisory Group ("VAG") is committed to protecting the privacy, confidentiality and security of personal and organisational information entrusted to us.

This Privacy Policy explains how VAG collects, uses, stores and discloses information obtained through its website, diagnostics, assessments, advisory services, workshops and related business activities. VAG handles personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

Collection Notice — Diagnostics and Assessments

When you complete a VAG diagnostic or assessment, VAG collects the personal and organisational information you provide for the purposes of administering the assessment, calculating and communicating results, preparing related insights or recommendations, and (where the assessment is undertaken in connection with an organisation) sharing summary or individual results with authorised representatives of that organisation.

Information may be processed and stored using third-party technology platforms. Some of these providers may store personal information outside Australia, including in the United States and the European Union.

Your information will be handled in accordance with this Privacy Policy and the Australian Privacy Principles. You may request access to or correction of your personal information, or raise a privacy concern, using the contact details at the end of this Policy. If you are not satisfied with VAG's response you may contact the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

By proceeding with a diagnostic or assessment you acknowledge that you have read this Collection Notice and the Privacy Policy.

1. Information We Collect

VAG collects personal and organisational information only where it is reasonably necessary for, or directly related to, one or more of VAG's functions or activities. Collection is by lawful and fair means. The information VAG may collect includes:

- Name and contact details

-
- Business email address and telephone number
 - Company, organisation, position and industry information
 - Information submitted through online forms
 - Assessment, diagnostic and survey responses
 - Diagnostic scores, calculated results and related assessment information
 - Workshop and executive session participation information
 - Organisational, financial, operational, governance, people, data and technology information voluntarily provided to VAG
 - Enquiries, correspondence and other communications with VAG
 - Website usage, analytics and technical information
 - Partially completed form or diagnostic responses where partial-response functionality is enabled

The information collected will depend on the nature of the interaction with VAG and the services being requested or used. Where practicable, VAG will provide individuals with the option of not identifying themselves or of using a pseudonym when dealing with VAG. This option may not be available where identification is required to deliver a service, administer a diagnostic or assessment, or meet a legal or contractual obligation.

VAG's diagnostics, assessments and advisory services are directed at organisational leaders and professionals and are not intended for individuals under 18 years of age. VAG does not knowingly collect personal information from children.

If any sensitive information (as defined in the Privacy Act) is collected, it will only be collected with consent or where otherwise permitted under the Australian Privacy Principles, and will be handled with additional care.

2. How We Use Information

VAG will generally use personal information only for the primary purpose for which it was collected, or for a related secondary purpose that an individual would reasonably expect. VAG may use information collected to:

- Deliver assessments, diagnostics and advisory services
- Administer the VAG Executive Diagnostic™ and other VAG assessments
- Calculate, generate and communicate diagnostic and assessment results
- Prepare reports, recommendations and other deliverables
- Facilitate workshops, executive sessions and advisory engagements
- Respond to enquiries, requests and communications
- Contact participants regarding their diagnostic or assessment results
- Provide information about VAG services relevant to an enquiry, diagnostic result or existing engagement
- Analyse and improve VAG's diagnostics, assessments, services and client experience
- Maintain appropriate business and engagement records
- Protect the security and integrity of VAG's systems and services
- Meet legal, regulatory and contractual obligations

Where required, VAG will seek appropriate consent before using personal information for purposes that are not related to the primary purpose of collection or that an individual would not reasonably expect.

3. Diagnostics and Assessments

Information provided through the VAG Executive Diagnostic™ and other VAG assessments may be used to calculate scores, identify areas of organisational strength or potential risk, generate diagnostic results and provide relevant insights. Results may be generated using VAG's methodology, which can include automated scoring or calculation components.

Diagnostic results are based on information supplied by the participant and the methodology applied by VAG. They are intended to provide an executive-level indication of organisational or transformation readiness and should not be regarded as a substitute for a comprehensive professional assessment or specific legal, financial, tax or other professional advice.

Where a diagnostic or assessment is undertaken in connection with an organisation (for example, at the request of an employer or sponsor), summary or individual results may be shared with authorised representatives of that organisation, consistent with the purpose for which the information was collected and any consent obtained.

Where partial-response functionality is enabled, information entered into a diagnostic or online form may be retained before the participant completes or formally submits the form.

VAG will handle partially completed responses in accordance with this Privacy Policy. A partially completed diagnostic will not, by itself, be treated as consent to receive unrelated marketing communications.

4. Confidentiality, Security and Quality

VAG treats client and participant information as confidential and will take reasonable steps to protect personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure.

VAG will also take reasonable steps to ensure that the personal information it collects is accurate, up to date and complete, and that personal information it uses or discloses is accurate, up to date, complete and relevant to the purpose of the use or disclosure.

Information provided through assessments, diagnostics, workshops, advisory engagements and related services will be used for the purposes for which it was collected, including delivering the relevant service, generating and communicating results, responding to enquiries, maintaining appropriate business records, improving VAG's services and other purposes described in this Privacy Policy.

Access to information will be limited, where reasonably practicable, to individuals and service providers who require access for legitimate business purposes.

5. Third-Party Service Providers

VAG may use third-party service providers to support its operations and delivery of services. These may include providers of:

- Website hosting and management
- Online forms, diagnostics and assessment platforms
- Cloud hosting and data storage
- Email and business communications
- Customer relationship management and business administration
- Document management
- Payment processing

-
- Analytics and reporting
 - Professional and technology services

These providers may process or store information on VAG's behalf and may operate under their own privacy and security policies.

VAG uses third-party technology platforms, which may include online form and diagnostic providers, to collect, process and store information submitted through VAG assessments and diagnostics. These providers may process information on VAG's behalf and may use infrastructure located outside Australia.

VAG will take reasonable steps to use reputable service providers and to ensure that personal information is handled appropriately in connection with the services they provide.

6. Disclosure of Information

VAG does not sell personal information to third parties.

VAG may disclose personal or organisational information:

- With the individual's or client's consent
- To service providers supporting VAG's operations or delivery of services
- To professional advisers, including legal, accounting, insurance or technology advisers, where reasonably necessary
- Where required or authorised by law
- Where reasonably necessary to protect VAG's legitimate legal or business interests, subject to applicable law

VAG will seek to limit disclosure to information reasonably necessary for the relevant purpose.

7. Overseas Processing and Storage

VAG uses third-party technology and cloud service providers in connection with its website, communications, diagnostics, assessments and business operations. As a result, personal information may be processed or stored outside Australia.

In particular, VAG's online diagnostic and form platform provider currently states that personal data relating to end users and visitors may be stored in the United States, with certain services supporting storage in the European Union.

Where VAG discloses or makes personal information available to overseas service providers, VAG will take reasonable steps to ensure that personal information is handled in accordance with applicable privacy requirements.

The countries in which personal information is processed or stored may change from time to time depending on VAG's service providers and their infrastructure.

8. Communications

Where a person provides contact information in connection with an enquiry, diagnostic, assessment or engagement, VAG may contact that person regarding:

- Their enquiry or request
- Their diagnostic or assessment results
- Follow-up information relevant to their results

-
- An existing or proposed VAG engagement
 - VAG advisory services reasonably related to the person's enquiry or interaction with VAG

Consent to participate in a diagnostic or assessment does not automatically constitute consent to receive unrelated ongoing marketing communications.

Where VAG sends marketing communications requiring consent, recipients will be provided with an appropriate means of opting out.

9. Access and Correction

Individuals may request access to the personal information VAG holds about them and may request correction of information that is inaccurate, out of date, incomplete, irrelevant or misleading.

Requests may be made using the privacy contact details provided below. VAG will respond to access and correction requests within a reasonable period. VAG may need to verify an individual's identity before providing access to or correcting personal information.

In some circumstances VAG may refuse access or correction (for example where required or authorised by law). Where VAG refuses a request, it will provide written reasons and information about available complaint mechanisms, unless it is unreasonable to do so.

10. Retention and Disposal of Information

VAG will retain personal and organisational information only for as long as reasonably necessary for the purposes for which it was collected, to provide services, maintain appropriate business records, resolve disputes and meet legal, regulatory, insurance or contractual obligations.

When information is no longer reasonably required, VAG will take reasonable steps to securely delete, destroy or de-identify it where appropriate and practicable.

11. Website and Analytics

VAG's website and associated digital services may use cookies, analytics tools or similar technologies to understand website usage, improve functionality and enhance the user experience.

Information collected through these technologies may include browser information, device information, pages visited and general website interaction data. Where third-party analytics or advertising tools are used, those providers may process information in accordance with their own privacy policies. Individuals can typically manage cookie preferences through their browser settings.

12. Privacy Enquiries and Complaints

Questions, requests or concerns regarding this Privacy Policy or VAG's handling of personal information may be directed to:

Valentris Advisory Group

Email: info@valentrisadvisorygroup.com

Website: www.valentrisadvisorygroup.com

VAG will endeavour to respond to privacy enquiries and complaints within a reasonable period. If you are not satisfied with VAG's response, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au.

13. Changes to this Privacy Policy

VAG may amend this Privacy Policy from time to time to reflect changes to its services, technology, business practices or legal and regulatory requirements.

The most current version will be made available on the VAG website.

Last updated: 24 August 2026