

Statement of Research and Data Protection Policy

The Situational Outlook Questionnaire (SOQ)[®]

You are assured that only highly qualified individuals can use the SOQ. One of the key parts of the qualification process includes agreeing to the standards and guidelines for ethical practice. In short:

1. **You are assured of confidentiality.** Your individual results are **confidential** and will not be released to anyone without your expressed written consent. The responses you provide to the closed-ended questions will be compiled and shared as a part of the feedback process. Your written responses to the open-ended questions will also be compiled and edited to ensure your confidentiality. Results from the SOQ will be stored in a shielded database and may be used to create norms and explore specific research questions without using your name or identifying information.
2. **Completing the SOQ is voluntary.** You have been invited to complete the SOQ in order to help improve the climate in your organization or team, or in order to assist in the leadership development efforts of an individual. In most cases, you will receive feedback on the results (unless you are informed otherwise). You may choose to complete the SOQ, or not. If you choose not to complete the SOQ, you will still receive general and/or aggregated feedback.
3. **You have the right to know why you are being asked to complete the SOQ.** You will be informed about the reasons you are being invited to complete the SOQ within the invitation you have been sent.
4. **You have the right to:** have your personal data removed and permanently deleted from CPSB's database; have your data transferred or shared with others; have access to your data; withdraw consent from collecting, analyzing, or storing your data. You may also request more detailed information about the steps CPSB takes to protect your personal data in our "How CPSB protects your personal data" document.

To protect your rights, privacy and dignity, this information is collected under the Code of Ethics established by the American Psychological Association (APA – and other allied professional organizations) regarding the use of humans for research as well as the guidelines, policies and procedures of cooperating or sponsoring agencies relating to research, including the European Union's General Data Protection Regulation (GDPR). Your SOQ results are stored in a secure (shielded) electronic database and may be used to create updated norms and to explore specific research questions. Your individual results will remain confidential.

Any requests, questions, or concerns regarding this research policy should be directed to: Sarah Wilson (CPSB's Lead Assessment Administrator and Data Protection Officer – sarah@cpsb.com) or Scott Isaksen (Founder and President of CPSB - APA#67352204 – sgiaway@cpsb.com).

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