

IBP Data Protection Policy

Inspiring Business Performance Ltd (IBP) is registered under the Data Protection Act 1998

We will hold your details, plus copies of any application and plans and reports associated to it, electronically on our own Computer Servers, or those of our Website providers, where the information will be available to the following:

- Employees of IBP
- Employees of any Subsidiary or Related Group Company of IBP
- Your Advisor and / or Assessor
- Authorised employees of the UK Commission for Employment and Skills a

All information held by IBP will be treated in strictest confidence and we will endeavour that those who we need to share information with are aware of the confidential nature of the information you have supplied, however you should be aware that we have no control over their IT systems. In addition in the case of applications for assessment against the Investors in People Standard we may send details of your application, plan and report electronically (via email) or by post, to Recognition Panel Members in support of your application to be recognised as an Investor in People.

We, or a subsidiary or a group related Company, may from time to time use the data that we hold to update you with regard to products, services or events that either ourselves or our associates consider would be beneficial to you. If such a contact is on behalf of an associate we will not disclose your details to that associate.

Should you have any questions on the above or wish to limit the amount of disclosure to specific areas, please write to The Company Secretary, IBP, 4th Floor, New Penderel House, 283-288 High Holborn, London WC1V 7HP.