

Client Data Protection Policy for International Facilitators Plus UK Ltd.

Introduction

International Facilitators Plus, UK Ltd. needs to gather and use certain information about individuals. These individuals can include clients, potential clients, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards and to comply with the law.

What information we collect

We may collect your personal details, contact details and details of the organisation that will allow us to assess your requirements and to provide appropriate advice and services.

If you are providing information and/or contact data for a third party (i.e. employer or team member) we assume that you have their explicit consent to share this with us. They retain the right to access, correct or remove this information at any point.

How we use your personal information.

We process personal information to enable us to provide services as stated in our Contract of Services.

We may, from time to time, contact you regarding legal, technical, regulatory or industry changes that we believe should be brought to your attention.

We may need to provide your information to service providers or other professionals, such as Accountants. In these instances we will request your consent before doing so.

How we store your personal information

Your data will be stored electronically or in hard copy in a secure location at our office at Great West Business Centre– Suite 18, Great West House, Great West Road, Brentford, TW8 9DF. It will be accessible to relevant team members only.

Access to your information, correction and removal

You have the right to request a copy of the information that we hold about you, to correct it or remove it. We want to be sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

For access requests your information will be provided within 30 days of your initial request. If your request is deemed excessive we may notify you that there will be an administrative cost for providing this access request.

If you would like a copy of some or all of your personal information, please contact our Privacy Officer, on the contact details below.

Data Breach

In the event of a data breach International Facilitators Plus, UK Ltd will notify those affected within 72 hours while assessing the risks to people's rights and freedoms. The Company will also, if appropriate, report this breach to the ICO.

Changes to our privacy policy

We keep our privacy policy under review and will place updates on our website. This privacy policy was last updated on May 9, 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information that we hold about you.

Patricia Hyslop - Data Privacy Officer

By telephone: 02083 265 606

By email: info@ifpglobal.com

By writing: International Facilitators Plus UK Ltd., Great West Business Centre– Suite 18, Great West House, Great West Road, Brentford, TW8 9DF