

Data Protection Policy & Statement of Confidentiality

We are committed to respecting the privacy of our clients and recognise the need for appropriate protection and management of personally identifiable information that a client shares with us (any information by which people can be identified, such as name & email). We will take appropriate steps to protect the information that is shared with us from unauthorised access or disclosure. We will use the information only in the context within which a consultancy agreement is made between us and our clients and we will take every step to ensure personal information is not used in any way that is not intended by the consultancy agreement.

- We do not collect home address or home telephone numbers of our clients
- In the course of our consultancy assignments we do collect names and email addresses of our clients
- All of our data is held in a secure data housing centre. Only authorised people in our business are provided access to data that is collected. All of them are bound over by this policy
- We only collect and report on data that is freely given by voluntarily participating individuals in our consultancy assignments
- When we report aggregated data about individuals to corporate managers, and where anonymity is required, we secure anonymity of individuals by setting a minimum reporting sample size of three
- We do not, under any circumstances, release information about an individual to corporate managers of our clients without permission and written signature from the individual concerned
- We do not, under any circumstances, sell or pass on any data to third parties
- We absorb de-personalised data into our normative benchmarking tables, which we keep indefinitely, otherwise, personalised data is destroyed after three years

We are registered with the Information Commission