

## INSPIRING BUSINESS PERFORMANCE Data Protection Policy

INSPIRING BUSINESS PERFORMANCE LTD 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 INSPIRING BUSINESS PERFORMANCE
- Employees of any Subsidiary or Related Group Company of INSPIRING BUSINESS PERFORMANCE
- Your INSPIRING BUSINESS PERFORMANCE Consultant

All information held by INSPIRING BUSINESS PERFORMANCE 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.

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, INSPIRING BUSINESS PERFORMANCE, KEMP HOUSE, 152 CITY ROAD, LONDON, EC1V 7HP