IAP Partnership Limited

76 Hood Street, County Durham, DL13 1QR

www.iap-partnership.co.uk

**Privacy Notice**

1. What we do

Support individual businesses with direct support, assist high street practitioners to develop and deliver regeneration and growth

For more information see [www.iap-partnership.co.uk](http://www.iap-partnership.co.uk)

2. What type of information do we collect?

* Your name address, email address, telephone number and other contact information that allows us to meet contractual and statutory obligations.
* Your business, or proposed business, name address, email address telephone number and other business information that allows us to meet contractual and statutory obligations.
* Written logs of discussions and actions between yourself and IAP Partnership
* Financial information that allows us to meet contractual and statutory obligations.

3. How we can collect your information?

* When you contact us by phone or email
* When you attend any session facilitated by, or attended by, IAP Partnership
* When you have face to face meetings with IAP Partnership
* On behalf of a third party as part of a contractual agreement

4. What is our power to obtain and use personal data?

* Processing is necessary for the purposes of legitimate interest pursued by the controller or by a third party, except where such interests are over ridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

5. What is your personal information used for?

* To provide our services and deliver support to you
* To ensure the information we hold about you is kept up to date
* For assessment and analysis purposes to meet contractual and statutory obligations

6. Will your personal information be shared?

Your information will not be shared with other organisation’s unless there is a legal basis for doing so or to meet contractual and statutory obligations.

7. How do we keep your personal information secure?

* Digitally stored information:
	+ Password protected
	+ Access to IAP Partnership information restricted to Directors
	+ Stored only to meet contractual obligations
* Paper based information:
	+ Collected and stored only to meet contractual obligations
	+ Stored securely at Directors home office locations

8. How long will we keep your personal information?

Data will be retained for the duration of a specific contract and electronic information will be deleted and paper-based information will be disposed of as confidential waste, i.e. shredded.

9. Marketing

Your information will not be passed to organisations external to us for marketing or sales purposes, or for any commercial use without your prior expressed consent.

10. What are your information rights?

These are set out in the law subject to some legal exemptions you have the right to

* have any inaccuracies corrected
* have your personal data erased
* place a restriction on our processing of your data
* to object to processing

If you wish to exercise your information rights, or your right to request a copy of the personal information IAP Partnership holds about you, contact one of the Directors of IAP Partnership.

**Directors Information**

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