



Inspired Partners Privacy Policy

(Data Protection and Confidentiality)

Inspired Partners Limited are committed to protecting your personal data in line with UK and European data protection regulations as well as other potentially supporting legislation.

Why we need to use personal data

In order to carry out its ordinary duties to clients, Inspired Partners may need to process personal data about current, past and prospective clients and associates as part of its daily operation.

The basis on which we process your personal data is one or more of the following:

- It is necessary for the performance of our contract with you
- To comply with our legal and regulatory obligations
- It is in our legitimate interests to do so
- You have given us your consent

Inspired Partners is committed to processing personal information about its customers in ways that comply with its legal and regulatory obligations, and to being clear with customers about what it does with their personal information.

Types of Personal Data collected

We will only collect information from you that is relevant to the matter we are dealing with. In particular we may collect the following information from you which is defined as 'personal data':

- Your name, address, email address, telephone number(s) and other contact details
- Information required to provide you with a service, and details of services that you have used
- Your business name, your position in the business, the business address, business email address and telephone number
- Payment information such as bank account details

How we collect data

Generally, Inspired Partners receives personal data from the individual directly in the ordinary course of interaction or communication (such as verbally, by e-mail or by written documents).

Data collected through the Inspired Partners website

Inspired Partners may collect the following information from visitors to its website via the use of Cookies:

- IP addresses and information about the location of the visitor;
- The way that a visitor uses the website, including the pages viewed, dates, times and duration;
- Data to show where visitors navigated to or from our website and searches made.

This data is used to enable Inspired Partners to; run the website ensuring that it works properly; improve the information on the website; and maintain the website's security.

Links to other websites

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these other websites. Once you have used any of these links to leave our site, therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy statement.

Special Categories

Inspired Partners does not collect any Special Category Data.



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Who has access to personal data and who we share it with?

Occasionally, Inspired Partners will need to share personal information with third parties, such as:

- Business associates and professional advisers
- Relevant authorities

For the most part, personal data collected or accessed by Inspired Partners will remain within the company, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a “need to know” basis).

Transfer to third party countries

Access to your personal information is only allowed when required by law, we do not, and will never, sell or share your personal information with third parties.

Our Service Providers

This includes external third-party service providers, such as IT systems, support and hosting service providers; printing, advertising, marketing outsourced service providers that assist us in carrying out business activities. All our systems are located within the UK or EEA.

How long do we keep personal data?

We will always keep your information throughout the period of time that we work with you and afterwards for a minimum period of six years as we are required to do so by law and also by the regulations that apply to us.

Confidentiality

Inspired Partners acknowledges that in the provision of its services, it may have access to a client's confidential information concerning their business affairs, customers or suppliers.

Inspired Partners undertakes that it shall not at any time disclose to any person any confidential information belonging to the client and shall ensure that the team, including associates and professional advisers comply with this clause.

Breach Notification

Inspired Partners shall notify a client when it becomes aware of or suspects that a data breach has taken place. Such notification will be made:

- Within 24 hours if the breach occurs on a normal business day
- By 10am of the next business day if the breach occurs during a weekend or Bank Holiday

Access to personal information

To make a request to Inspired Partners for any personal information we may hold, we need you to contact us. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

- **Right to access:** you have a right to see the information we hold about you
- **Right to erasure:** you have a right to ask us to erase your personal data in certain cases

In either instance you need to provide a request in writing to our data protection officer, together with proof of identity. We will usually process your request free of charge and within 30 days.



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In both instances we reserve the right to charge a reasonable administration fee and to extend the period of time by a further two months if the access request is manifestly unfounded or vexatious and/or is very complex.

We reserve the right to refuse to erase information that we are required to retain by law or regulation, or that is required to exercise or defend legal claims.

Consent

Where Inspired Partners is relying on consent as a means to process personal data, any person may withdraw this consent at any time by contacting our data protection officer.

Data Accuracy

Inspired Partners will endeavor to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals should notify the data protection officer of any changes to information held about them.

Keeping your information safe and secure.

Inspired Partners is committed to keeping customers' personal information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost. All associates will be made aware of this policy and their duties under Data Protection Law.

Changes to our Privacy Policy

We keep our privacy policy under regular review and is available on request. This privacy policy was last updated in May 2018.

How to contact us

Please contact us if you have any questions, queries or complaints about our privacy policy or about information we hold about you either by email (info@inspired-partners.com) or write to us at Inspired Partners, 6 Blackroot Road, Sutton Coldfield B74 2QH.