

Facet5 Ltd Privacy Policy

Facet5 Ltd will manage the personal information we collect from you in a fair and open manner and we actively comply with the requirements and spirit of the DataProtection Act 1998. For the complete copy of the Act and the Amendment please go to the UK Government web site at <http://www.legislation.gov.uk/ukpga/1998/29/contents>. Further information about the Data Protection Act can be found at <https://www.gov.uk/data-protection/the-data-protection-act>. The key elements of the act that apply to Facet5 data are:

What Is Personal Information?

Personal information refers to information about you from which your identity can reasonably be ascertained. In Facet5 Ltd this would typically include your First Name, Family Name and Email Address.

Manner and purpose of collection of personal information

We typically collect personal information directly via an authorised user who will have entered the name into the system prior to sending you an emailed invitation to complete a survey on-line. It is also possible that you may have completed a paper and pencil version of the relevant survey and your responses subsequently loaded to the system by an authorised user. At all times, we will be open with you about the type of personal information we collect and how it will be used.

Why We Collect and How We Use Your Personal Information

We rely on the collection of personal information to enable Facet5 Ltd to identify you for the creation of computer generated summary reports for purposes such as assessment, team building or counselling and development. We will take steps to ensure that the personal information we have about you is accurate, complete and up to date when we use it.

Storage and security of personal information

Your personal information is stored on a secure computer server based in the European Union.

This data is backed up regularly and the system is protected by a high level of electronic and physical security. We take steps to ensure that your personal information is not misused, lost, accessed by unauthorised people, modified or inappropriately disclosed to others.

Who Will Have Access to Your Personal Information

Information held by Facet5 Ltd is available only to the specific authorised client who has asked you to supply the data. The information cannot be supplied to any other client. We will not release your personal information to another party without your written permission, except where required by law or relevant professional codes of ethics.

How Can You Access or Correct Your Personal Information

You may request access to the information we have collected about you. This request should, in the first place, be made in writing to:

Facet5 Ltd

Dashwood House, Level 17

69 Old Broad Street, London, EC2M 1QS, United Kingdom

Privacy@facet5global.com

In some situations, we may charge a fee for our costs in providing the information to you. If you wish to change information that is incorrect, please contact us.

We are unable to provide you with access to information about other people or information that is commercially sensitive to our client organisations or where release would breach other legal or ethical requirements.

Information On This Policy

We may update this policy from time to time. The most current version will be available on our website and in print from our offices. If you have any questions about this policy, please contact us.

Complaints

If you have any concern about how we are handling your personal information, please contact us so that we can investigate and address them. If you are not satisfied with the way in which we handle your complaint, you should contact the Privacy Commissioner at:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number