

Boardroom Development

Privacy Policy

This privacy notice explains how Boardroom Development Limited looks after the personal information you give us as clients, or that we learn by having you as a client. This includes the choices you make about marketing communications you agree we may send you.

Boardroom Development is a limited company whose registered office is at 12A Walker Street, Edinburgh EH3 7LP (Company number SC116668). We are committed to your privacy, the responsible use of information, the need to safeguard the privacy of our clients and of visitors to our website, and to ensuring we comply with privacy legislation.

We will ensure that the data you supply to Boardroom Development Limited is processed fairly and lawfully, with care.

It includes the following:

1. The information we collect
2. How that information is used
3. Sharing Information
4. How long your information will be retained
5. Where your information is stored
6. Access to your information and correction
7. Changes to our privacy notice

The information we collect

The type of client/visitor information we collect generally includes a name, work address, telephone numbers, e-mail address and any other relevant contact details which you have communicated to us by whatever means whether by e-mail, through our website or otherwise. We may also collect information about the use of our products and services, any preferences that we are told about, or information that is submitted voluntarily to us, such as requests for further information in a specific area of interest, an on-line survey or registration for a conference, masterclass or event.

As part of our consulting work we may retain for the duration of our contract with you, any notes of one-to-one interviews with you. If you have opted to use the Kantor Behavioural Propensities Profiling Instrument as part of the consulting or coaching services we provide you with, we will also hold information on your behavioural preferences for a limited time.

How the information we hold about you is used

The personal information that is provided by or obtained from you is used and/or held by us for the purpose of maintaining our business records and in order that we can communicate with you.

We need to communicate with you to respond to any requests for information you make and to provide any specific service you request. We may also use the information you provide to send you information which we believe may be useful to you, including newsletters, briefing notes and updates, and invitations to our seminars and other events.

Boardroom Development may develop aggregate reports which incorporate some of the information provided by clients. The reports are for the use of our business for research purposes only.

Sharing Information

Boardroom Development will not share any of your personal information with any third party except in very limited circumstances. We will not disclose any personal information provided other than as described in this privacy policy unless you have authorized us to do so, or if we are required to do so by law.

If you have opted to use the Kantor Behavioural Propensities Profiling Instrument, Boardroom Development will share the personal information you have provided with the providers of the instrument – the Kantor Institute, 7 Shepard Street, Cambridge, MA 02138, USA for the purpose of providing you with a unique access code to the on-line questionnaire and a personal feedback report. They will use your personal information in strict accordance with their privacy policy which can be viewed at <https://www.kantorinstitute.com/privacy-policy/>

How long will your information will be kept?

Your personal information will be kept for the duration of our contract with your organization. Personal Profiles and individual interview notes will be retained for one year from the date of the completion of our contract and will then be securely destroyed (in the case of paper copies) or deleted.

Where your information is kept

Your personal information is kept electronically in a password protected, independent hard drive. Paper copies are held in a locked cabinet.

Sending information via the internet is not completely secure, although we will do our best to protect your information and prevent unauthorized access.

Access to your information and correction

You have the right to request a copy of the personal information we hold about you. This will normally be free, unless we consider the request to be unfounded or excessive, in which case we may charge a fee to cover administrative costs. If you would like a copy of all or some of your personal information, please contact us. We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. You have the right to object to our use of your personal information, or to ask us to delete, remove or stop using your personal information if there is no need to keep it.

Changes to our Privacy Policy

We keep our privacy notice under regular review and will notify you promptly of any changes to our Privacy Policy. This Policy was updated on 20th May 2018