

Data Protection Policy – Request for Investors in People Assessment

The information collected in an Investors in People booking form or proposal is used by the Investors in People Centre and IDG, on behalf of UK Commission for Employment and Skills to process your Investors in People Assessment or Review.

This includes sharing the list of employees that you send to us with our Assessors who will create a sample list of those individuals whom they would like to interview as part of the assessment process. This sample list will then be shared with you.

From time to time we may also share this information with the UK Commission for Employment and Skills as part of their quality control checks. We do not use this information to carry out any direct marketing to employees.

Please share this information with your employees about how we intend to use their data. As Trade Union details are deemed personal data, only include details of any Trade Union Representatives if you have obtained their explicit consent. By including such details in this form, you are providing us with a warranty that such representatives have consented to the use of data as set out in the assessment form.

You will be responsible for ensuring that you have provided any necessary notifications to or obtained any necessary consents from your employees under the Data Protection Act 1998 in order to allow your organisation to share the list of employees with us.

Data Protection Policy for Organisations undertaking Internal Review:

The information collected by Internal Reviewers during the Assessment process is used by the Managing Assessor on behalf of the Investors in People Centre, IDG and the UK Commission for Employment and Skills as part of the decision process for your Investors in People Review.

All information collected in the form of written notes are the property of the UK Commission for Employment and Skills and therefore must be passed to the Managing Assessor at the end of the project. All notes will be stored by the Managing Assessor as per our Data Protection policy and guidance.

On receipt of this application form, Confidentiality Agreements will be forwarded to your organisation. Please ensure that all of your Internal Reviewers read and sign the Confidentiality Agreement ready for collection by the Managing Assessor on the first day of assessment.

