

IBP Confidentiality Policy

It is a basic principle of the way that IBP operates that any interaction with individuals in organisations is treated in confidence.

All IBP's Associates and employees follow a code of conduct which includes confidentiality obligations. Any internal breach of confidentiality is commercially unacceptable to IBP and will lead to disciplinary proceedings.

Peformax Products

- The e-survey product runs on a secure fully encrypted database
- Only a small number of nominated administrators have access to the programming and data files.
- The survey is designed to ensure that where less than five people complete a survey the system does not report the findings although these entries are aggregated into the total.
- The design also ensures that small groups in individual locations are not identified.
- Client specific username and passwords are used so it is not possible to identify individual responses.
- Text questions may be used. These are optional and responses are reported verbatim. An explanatory note is included in the introductory page to cover this point.
- The data file is only available to a small number of nominated IBP administrators. It is not made available to other IBP staff, business partners or clients under any circumstances.
- The system analyses the data and produces reports which are available to clients on-line.
- Results are not shared with third parties except with the permission of the client's nominated representative.
- Interpretive reports which may entail further analysis are prepared by IBP and presented in such a way as to ensure confidentiality.
- IBP does not have personal details of employees and thus conforms to the requirements of Data Protection and Freedom of Information legislation.

Contacts

The nominated person in IBP with responsibility for maintaining confidentiality is John Telfer. He can be contacted on johntelfer@inspiring.uk.com or 020 7492 5975.