



Confidentiality Policy

Confidentiality is one of the key principles at Imperium Training & Asset Management Limited. We believe that confidentiality is central to the trust between our staff, our clients and third party service providers. Where Imperium works in partnership with other organisations to deliver a service, client data may be shared with partners as required. These details may include DOB, NI Number and Home Address. In these cases the same standards of confidentiality will apply.

It is our policy that everyone who uses our service:

- Has the right to expect that information about them will be held in confidence.
- Knows that the information they provide will only be used for the purposes for which it was given.
- Understands that information about them will only be released to any person outside of Imperium where required to allow registration for qualification required by their employer so their duties can be carried out.

When companies contract with us to receive a service from, our Confidentiality Policy will be provided as part of our terms and conditions.

You can download a copy of all our policies from our website.

Ben Edgley
Director

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