



Data Protection Statement

Imperium Training & Asset Management Limited aims to treat all information and data we receive in a way that shows respect for our clients.

Under our Data Protection Policy, we agree that:

- All information obtained will be relevant to the objective of the services we provide.
- Personal information will only be revealed where required to your employer or a third party training organisation with your employers consent. The only grounds for revealing such information without your consent would be in criminal, national security or life-threatening situations.
- All records and files will be secured in a safe place.
- All computerised records, emails and any other information will be protected by minimum strength passwords, anti-virus, anti-spyware, firewall software. Laptops used within the organisation are also encrypted.

Retention periods

All evidence of your details will be destroyed 36 months after your contract expires.

We will keep all of your electronic records in line with our retention policy. If you require your electronic records to be returned, a formal request must be made.

Ben Edgley
Director

February 2016