



DATA PRIVACY NOTICE

Your privacy is of paramount importance to us. We developed this Data Privacy Notice to provide you (IFB member or other interested party) with information on how we process your personal data when you interact with us. Please read our [Website Terms and Conditions](#) for information on how we collect personal information about visitors to our website.

Your personal data means any information that can identify you. Identification can be by the information alone or in conjunction with any other information in the IFB data controller's possession or likely to come into such possession (the IFB acts collectively as data controller to determine how your personal data is processed and for what purposes).

The processing of personal data is governed by the UK Data Protection Act ("DPA"), which is based on the EU General Data Protection Regulation 2016/679.

We collect information that you provide by filling in forms (such as IFB membership forms and partnership agreements), which are provided directly by us or found on our website www.ifb.org.uk.

The IFB complies with its obligations under the DPA by keeping your personal data accurate, and where necessary, up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of it; by protecting it from loss, misuse, unauthorised access or disclosure; and by ensuring it is protected using appropriate technical measures.

The IFB uses your personal data to:

- Process memberships and enquiries
- Provide services to you as agreed between us, and any additional services you have requested and we have agreed to deliver (such as membership services, partnership agreements, event registrations and processing)
- Maintain our records with a view to provide you with the best possible service, in line with the mission and purpose of the IFB.
- Communicate with you about IFB news, events and ad hoc offers that may be of interest to you upon your consent. You can opt out at any time by clicking 'unsubscribe' at the bottom of emails from the IFB or by emailing info@ifb.org.uk.

It may be necessary for the IFB to transfer your information to trusted third party processors, such as mailing houses, partners in joint ventures, or companies contracted to run our events. Arrangements are made to ensure that such information is adequately protected.

If you are or have previously engaged with the IFB, we keep your personal data for no longer than reasonably necessary. Our standard retention policy is a period not exceeding seven years after the date of termination of our engagement. We may exceed this retention period should you require to maintain contact with us, use our further services, legal matters arise or we have a need to protect our legitimate interests or those of a third party.





Institute for Family Business

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at info@ifb.org.uk.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>.

This privacy notice was last update in May 2018 to comply with recent GDPR regulation.

