

***Aspire Sales Force Development Ltd***  
**Fair Processing Notice**

1. Aspire Sales Force Development is committed to the security of your personal data. Additionally, Aspire SFD is committed to complying with all the latest laws and regulations.
2. The information voluntarily provided by your employer to Aspire SFD could include some personal data. In particular the information could consist of:
  - ^ Full Name
  - ^ Email Address
  - ^ Contact Number
  - ^ Line managers details
3. Aspire SFD will not share your personal data with any third party unless otherwise stated under the performance of the contract or agreement with our client (your employer), this could include MX Sales Coach or facilitated training programs. Aspire SFD will not provide your personal data to any third party unless required to by order of the court or government.
4. Your personal data will be stored on Aspire SFD's systems. Aspire SFD systems include generally accepted safeguards and controls to avoid unauthorised access. Aspire SFD's systems is hosted by a cloud-based provider Drop Box and is heavily encrypted.
5. If at any time you wish to view or obtain your data, then you may do so by emailing [info@aspirefd.com](mailto:info@aspirefd.com)
6. As set out above, Aspire SFD does not intend to use your information for any purpose other than that stated above. If however you feel that you have received any direct marketing communications contrary to the above process, or have any further questions or concerns please feel free to contact Aspire SFD at [info@aspirefd.com](mailto:info@aspirefd.com). Aspire SFD will address your questions or concerns as promptly as possible.
7. You retain the right to contact the information commissioners office (**ICO**) on the following link [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

Signed & Approved by Managing Director:  
Date: 9<sup>th</sup> February 2018

