



IDC's Privacy Policy

Our privacy policy explains what happens when IDC collects personal information about clients, visitors to our website, research programmes and those people who subscribe to our marketing information.

IDC Websites, Client Data & Marketing Communications

The contact details of new clients to IDC are added to IDC's secure CRM system. This data may be updated at any stage by emailing: contact@idc.uk.com. IDC takes all reasonable measures to ensure that your personal data is stored securely and is maintained and up to date.

If you choose to provide us with your contact details through our website and consent to receive marketing material, this information will be stored in our CRM system and also added to our third party provider's secure database to deliver our communications. We will endeavour to ensure that content is relevant and interesting to you and your business.

At any time people can opt-out of receiving marketing emails by following the clear 'unsubscribe' link at the bottom of each email. It is also possible to update contact preferences in the same way.

We use Google Analytics to analyse visitors to our websites: www.idc.uk.com and www.idcmodels.com.

Product Development Research

Where IDC collects personal data for studies, the information is held securely with restricted access and is not shared with any other organisation unless prior consent is provided.

Data will be retained for the period agreed with our client and then deleted or put out of use.

Job Applications

This outlines the processing of any personal data that is provided by job applicants to IDC and you should read it before submitting any of your personal data to us either by direct email, post or through our secure third party recruitment portal, Jazz.

Any personal data that you submit to IDC for the purpose of applying for employment will be used for the purpose of matching you to current or future job vacancies at IDC, for compiling stats or trends information. Personal data typically includes, but is not limited to: name, home

address, e-mail address, contact mobile/telephone numbers, CV and covering letter, and any other information relevant to your application.

We will store your personal data securely and only share it within the organisation for the purpose of assessing your suitability for a position with IDC. We will only disclose your personal data outside IDC if we believe we are obliged to do so for legal reasons, such as with HMRC for the purpose of tax collection or in connection with a criminal investigation.

When you submit your personal data, you are agreeing to your data being processed within third party software, including cloud based packages, on IDC's servers and by our staff. Any third parties will be acting under obligations of confidence to protect your personal data.

If your application is successful and you become an employee of IDC, we will transfer your data to our personnel system. In the event that your application is unsuccessful we may store your data for potential future vacancies that become available within IDC.

IDC takes all reasonable measures to ensure that your personal data is stored securely and is maintained and up to date.

Data Access Requests, Amendment & Deletion

It is possible for people to contact us to see if we hold any personal information about them by writing to IDC.

Proof of identification will be required and a small administrative fee will be charged.

If data is found about you, we will: provide a description of it, tell you why it is held on our system, tell you who it has been disclosed to, and let you have a copy of the data. You will have the right to request amendment or removal from the system, unless there is a legal or regulatory reason why we are unable to do so.