



Privacy Policy

Independent Project Management (IPM) Limited provide public and private sector clients professional, unbiased, personal and detailed project management services for their infrastructure, property and business projects. We are a registered company (94471) and are based at 4th Floor Charter Place, 23-27 Seaton Place, St. Helier, Jersey, JE4 0WH.

We are registered 'controllers' under the Data Protection (Jersey) Law 2018 as we collect and process personal information. We process and hold this information in order to provide our project management services and meet our statutory obligations. This notice explains how we use and share information, along with your rights and obligations. Information may be collected on paper or online form, via telephone (our calls are not recorded using equipment although voicemail will be retained until we can return or note your message), email or in person, with appropriate consent.

Collection

We collect the following personal data for contact with regard to our services, statutory obligation, and for human resourcing:

- Name
- Address (either workplace or personal)
- Contact details (phone, email)
- For employees; date of birth, bank account details, social security and tax information, professional references, workplace medical data, performance and appraisal data.

Processing

We will process your data in accordance with Data Protection (Jersey) Law 2018.

We will endeavour to keep your data accurate and up to date and only hold it for as long as necessary.

We will not pass your data to anyone outside our organisation, other than those who process information on our behalf (please see table below), or because of legal or statutory requirement and only after we have ensured sufficient steps have been taken by the recipient to protect your data.

We will not publicise any of your data unless this is required to carry out a statutory function.

We will not disclose any information that you provide 'in confidence', to anyone else without your permission, except if required by law, or where we have good reason to believe failing would put someone at risk. You will be informed unless there is exceptional reason not to do so.

Third-Party Involvement

We use the below third-parties to provide service and business functions. All processors acting on our behalf only do so in accordance with instruction from us and comply fully with this privacy notice, data protection law, and any other appropriate confidentiality and security measures.

Company	Processing role for IPM Ltd.	Personal data being processed	Legitimate basis for processing	Privacy notice or DPO contact
HR Now	Recruitment consultant	Employee personal data	Contractual obligation	HR Now Jersey / Privacy notice
Rosscot	Bookkeeping	Client contact details, addresses, bank details	Contractual obligation	Privacy Policy Rosscot
Carey Olsen	Engagement of lawyers	Employee or client information	Legal obligation	Carey Olsen privacy policy Carey Olsen

Your Rights

You have the right to request that we;

- Correct or amend your information. We will seek to ensure corrections in our own records, and those held by our data processors, are made.
- Stop or restrict the processing of your data. This may cause delay or prevent us delivering our services to you. Where possible we will comply with your request unless we are legally required to process your data.
- Provide copy of all data held on you. We will do everything we can to comply with your request with guidance from the Office of the Information Commissioner (OIC).

Review

We will continually review and update this notice to reflect changes in services, feedback, and changes in the Law.

Contact Us

Should you have any questions or complaints about our privacy notice or your data or rights please contact our Data Protection Officer, email: mickheald@ipm.je, or the Information Commissioner for Jersey directly, email: [Jersey Office of the Information Commissioner - Home \(jerseyoic.org\)](http://jerseyoic.org).