

# Data Transfer Policy

## 1. Purpose

From time to time, BELBIN receives requests to transfer data within our online application for individuals who have completed the Self-Perception Inventory (SPI) and Observer Assessments (OA). This is mentioned in the privacy notice to be made available before individuals complete these questionnaires.

## 2. Why does data need to be transferred?

Data transfer requests are sometimes received in the event that:

- a) An organisation has individuals who have completed under different parts of our system and needs to combine that information for ease of use, or in order to produce certain reports, e.g. Team reports;
- b) An individual wishes to reuse a report completed at an earlier date for a different organisation or purpose.

## 3. What sort of data is transferred?

The data concerned may include:

- Account holder's name and e-mail address;
- SPI candidate's name, e-mail address and questionnaire scores;
- Observers' names and questionnaire scores.

## 4. Seeking permission

If the data transfer will result in different people having access to the data, BELBIN will ask the person requesting the data transfer to obtain, and send evidence of, permission from all individuals who have completed a Self-Perception Inventory whose data is to be transferred.

Data cannot be transferred without explicit permission.

## 5. Executing the data transfer

We undertake to transfer data within three weeks of receiving consent, although transfers may often be executed more quickly than this in practice.