



Information Commissioner's Office

## Data Protection Register - Entry Details

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**Registration Number:** Z7036044

**Date Registered:** 02 September 2002    **Registration Expires:** 01 September 2007

**Data Controller:** INSTITUTE OF FINANCIAL PLANNING LIMITED

**Address:**

INSTITUTE OF FINANCIAL PLANNING  
WHITEFRIARS  
LEWINS MEAD  
BRISTOL  
BS1 2NT

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**This register entry describes, in very general terms, the personal data being processed by:**

INSTITUTE OF FINANCIAL PLANNING LIMITED

**This register entry contains personal data held for 5 purpose(s)**

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### **Purpose 1**

Staff Administration

**Purpose Description:**

Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of the data controller.

**Data subjects are:**

Staff including volunteers, agents, temporary and casual workers  
Relatives, guardians and associates of the data subject

**Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Education and Training Details  
Employment Details  
Financial Details  
Racial or Ethnic Origin  
Religious or Other Beliefs Of A Similar Nature  
Trade Union Membership  
Physical or Mental Health or Condition

**Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):**

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
Education, training establishments and examining bodies  
Suppliers, providers of goods or services  
Financial organisations and advisers  
Central Government  
Employment and recruitment agencies

**Transfers:**

None outside the European Economic Area

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## **Purpose 2**

Advertising, Marketing & Public Relations

**Purpose Description:**

Advertising or marketing the business of the data controller, activity, goods or services and promoting public relations in connection with that business or activity, or those goods or services.

**Data subjects are:**

Customers and clients  
Complainants, correspondents and enquirers  
Advisers, consultants and other professional experts

**Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Goods or Services Provided

**Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):**

Data subjects themselves  
Business associates and other professional advisers  
Suppliers, providers of goods or services

**Transfers:**

None outside the European Economic Area

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## **Purpose 3**

Accounts & Records

**Purpose Description:**

Keeping accounts related to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity

**Data subjects are:**

Customers and clients  
Suppliers  
Complainants, correspondents and enquirers

**Data classes are:**

Personal Details  
Financial Details  
Goods or Services Provided

**Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):**

Business associates and other professional advisers  
Employees and agents of the data controller  
Other companies in the same group as the data controller

Suppliers, providers of goods or services  
Financial organisations and advisers  
Credit reference agencies  
Debt collection and tracing agencies  
Central Government

**Transfers:**

None outside the European Economic Area

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## **Purpose 4**

Debt Administration and Factoring

**Purpose Description:**

The tracing of consumer and commercial debtors and the collection on behalf of creditors. The purchasing of trade debts, including rentals and instalment credit payments, from business.

**Data subjects are:**

Customers and clients  
Relatives, guardians and associates of the data subject

**Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Goods or Services Provided  
Offences (Including Alleged Offences)

**Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):**

Data subjects themselves  
Relatives, guardians or other persons associated with the data subject  
Current, past or prospective employers of the data subject  
Business associates and other professional advisers  
Other companies in the same group as the data controller  
Suppliers, providers of goods or services  
Credit reference agencies  
Debt collection and tracing agencies  
Traders in personal data

Central Government  
Courts / Tribunals

**Transfers:**

None outside the European Economic Area

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## **Purpose 5**

Provision of Financial Services & Advice

**Purpose Description:**

The provision of services as an intermediary in respect of any financial transactions including mortgage and insurance broking.

**Data subjects are:**

Customers and clients  
Relatives, guardians and associates of the data subject

**Data classes are:**

Personal Details  
Family, Lifestyle and Social Circumstances  
Financial Details  
Goods or Services Provided  
Physical or Mental Health or Condition

**Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):**

Data subjects themselves  
Current, past or prospective employers of the data subject  
Healthcare, social and welfare advisers or practitioners  
Suppliers, providers of goods or services  
Financial organisations and advisers  
Credit reference agencies  
Trade, employer associations and professional bodies  
Central Government  
Ombudsmen and regulatory authorities

**Transfers:**

None outside the European Economic Area

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