

Welcome to IGL GDPR and Data Protection Awareness Training

Our goal is to show you how to process personal information lawfully, fairly and in alignment with IGL privacy policies.

Agenda:

- *Definitions*
- *Personally Identifiable Information (PII) in IGL*
- *Processing of PII in IGL*
- *Purpose of processing*
- *Our responsibility*
- *How can you help?*
- *Thank you & links*

What is GDPR?

GDPR is a regulatory requirement for protecting Personal Information from unauthorised processing.

It is applicable to any person who has some kind of a relationship to the EU. IGL is a legal entity delivering trainings to individuals in EU and in many other countries.

IGL processes personal information of individuals.

Therefore, IGL, and since you are taking part in the delivery of trainings, you, have to be compliant to GDPR.

What is Personal Information in IGL?

IGL is a centre that delivers Transformational Leadership Trainings. During these trainings we collect personal and sensitive personal information from and about individual participants. Here is a list of the information we collect related to the individuals:

- *Contact Details including emergency contact details, etc.*
- *Training Records*
- *Photographs*
- *Videos captured*
- *Health & Safety records*
- *Religious or philosophical beliefs*
- *Physical or mental health or condition*

As you can see we collect a lot of information related to individuals

What is processing of Personal Information?

IGL processes all of the Personal Information that we collect to deliver the trainings. We don't collect excessive information. However, the personal information we collect is sensitive in many areas. We collect:

- Contact details to contact the participants
- Emergency contact details to contact people in cases of emergency, whose details were provided by the participants
- Details about participants behaviours, beliefs, past experiences, health history, etc.

What is purpose of processing?

In IGL we collect all this information for different purposes. Our promise to people is that this information shall only be used for the purpose we stated. As an example, if we collect emergency contact details these contact details can only be used during emergency situations. Otherwise, is not intended and should not be used for any other purpose.

We monitor people's statements, behaviour, etc. to discuss amongst the coaching team with the trainer and to provide the most effective coaching based on our understanding. We cannot use it for other purposes. This piece of information cannot be used outside of IGL container.

What is your responsibility?

Your responsibility is:

- To go through this training
- To keep confidentiality at the highest level
- To follow the ground rules of the training
- To pay attention to the type of information, if it is sensitive personal information do not discuss this outside of its defined container, e.g. training session only.



To inform IGL Data Protection Officer about any breach or incident or any event that you are not so sure of:

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Thank you & links

IGL Data Protection Officer:

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Information Commissioners Office

<https://ico.org.uk>

European Data Protection Board

https://edpb.europa.eu/edpb_de