

NISP Confidentiality Charter

What is NISP?

The National Industrial Symbiosis Programme (NISP) was devised in 1999 by Peter Laybourn, Chief Executive of International Synergies Limited. NISP is owned, managed and administered by International Synergies Limited.

All proprietary and intellectual property rights, model and methodologies, materials used to manage and administer the programme, website and domain names, and the Central Resource for Industrial Symbiosis Practitioners (CRISP) database are solely owned by International Synergies Limited including “NISP” and the “National Industrial Symbiosis Programme”. The NISP logo is a UK registered trade mark registered in the name of International Synergies Limited. Nothing in this Confidentiality Charter shall entitle you to use any proprietary Information (including confidential Information) or any intellectual property of International Synergies Limited.

International Synergies Limited (“we”, “us” and “our”) is a company registered in England and Wales (Company Number: 05586343), which includes its divisions of the National Industrial Symbiosis Programme. International Synergies Limited registered address is 44 Imperial Court, Kings Norton Business Centre, Pershore Road South, Birmingham, B30 3ES, United Kingdom.

NISP Aims

NISP brings together companies from all business sectors with the aim of improving cross industry resource efficiency through the commercial trading of materials, energy and water and sharing assets, logistics and expertise. It engages traditionally separate industries and other organisations and facilitates a collective approach to the generation of both commercial opportunities and resource efficiency through industrial symbiosis.

NISP Vision

To bring about long term business culture change through profitable actions that results in measurable environmental and social benefits, thus making a significant contribution to international sustainability.

CRISP Database

In pursuit of NISP’s aim, NISP members (“you”, “yours” and “their”) are given the opportunity to have their business Information and data (“Information”) added to International Synergies Limited’s proprietary CRISP database. International Synergies Limited is the data controller under the Data Protection Act 1998.

This Confidentiality Charter (and any other documents referred to in it) describes how we commit ourselves to protecting and respecting the Information which is added to the CRISP database. Please read the following carefully to understand our views and practices regarding your Information and how we will treat it.

Information Added to CRISP

You may provide the following Information (some of which will be classed as personal data) and have it added to the CRISP database:

- Names of individuals within your organisation, their roles and contact details;
- Your company name, address, telephone number, email and website addresses;
- Your site address, telephone numbers, email and website addresses; and
- Types, quantities, values and timings/frequency of materials.

Please note: We may also share your contact details (first three bullet points only) with Defra and their representatives for members within the English programme regions. In Northern Ireland member contact details may be shared with Invest Northern Ireland and their representatives.

You may submit Information for inclusion in the CRISP database by:

- Completing our online forms on our site www.nisp.org.uk or any other forms we may provide;
- Providing Information by contacting us directly; and
- Complete any surveys that we use for research purposes, although you do not have to respond to them.

In addition to the Information described above, where appropriate, we may obtain and store additional 'public domain' Information and data (such as SIC codes) about NISP members in order to add further value to the service NISP provides. We will not obtain or store such additional Information or data relating to individuals.

In order to make best use of the CRISP as a knowledge management system, we may link documents and files to you on the CRISP database. For example, to allow us to track whether you have received a particular document or attended a particular event. This will allow us to ensure we are able to provide high quality and appropriate support to you and all NISP members.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of CRISP, you are responsible for keeping this password confidential. We ask you not to share this password with anyone.

We may collect Information about your computer, such as your IP address, operating system and browser type, for system administration and to report aggregate Information. This is statistical data about our users' browsing actions and patterns and does not identify the individual.

How Your Information is Stored on CRISP

We will treat all Information added on CRISP with the same degree of care that we use for our own Information.

Where you declare Information to be confidential, at the time you providing it, we will treat it in the same way we do our own confidential Information. Information will only be made available to other NISP members with your explicit consent.

The Information added to CRISP may be transferred to and stored at a destination outside your region, country or the European Economic Area ("EEA"). By providing your Information for CRISP, you agree to this transfer and storing. We will take all steps necessary to ensure that your Information is treated securely and in accordance with this Confidentiality Charter.

All Information you provide to us is stored on our secure servers, which are only accessible to users of CRISP who have been granted secure access, appropriate to their role within International Synergies Limited and who need to know your Information.

Unfortunately, the transmission of Information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your Information, we will use strict procedures and security features to try to prevent unauthorised access.

How Your Information is used on CRISP

We will use your Information on CRISP in the following ways:

- To identify, facilitate and manage business opportunities (synergies) between you and other members of NISP;
- To generate best practice 'case studies' of successful synergies and publish them on the NISP website and other media, where appropriate;
- To identify best practice within NISP and disseminate it to practitioners and NISP members accordingly;
- To collect and analyse data on waste streams, for the purposes of improving the effectiveness of NISP and to provide feedback to our stakeholders;
- To provide support to legislators in respect of identifying trends and common barriers to progress regarding resource efficiency;
- To provide support to the appropriate application of technology to resource efficiency; and
- To produce statistical and/or trend analysis around a combination of technologies, resources, geographies and market segments, to facilitate the identification of new synergies, and replication of existing synergies.

As part of our use of your Information, your Information may be processed by our staff, agents, sub-contractors and professional advisers involved in the administration of NISP. Your Information may also be used by other NISP members with your permission for the purpose of identifying, facilitating and managing synergies between you and them. People who use your Information may be based in your region or country, or in another region or country (including outside the EEA).

We will make our staff, agents, sub-contractors and professional advisers aware of the nature of the Information you provide for CRISP and take all steps that are reasonably necessary to ensure compliance by them with this Confidentiality Charter.

We will only use your Information solely in connection with the administration of NISP and not for our benefit or for the benefit of any third party (unless you have consented otherwise).

Disclosure of Your Information on CRISP

We will keep all confidential Information added on your behalf and not disclose this to any third party, except:

- To any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in Section 736 of the UK Companies Act 1985;
- In accordance with this Confidentiality Charter;
- With your consent;
- If we, or substantially all of our assets are acquired by a third party, in which case your Information held on CRISP will be one of the transferred assets;
- If the ownership of NISP as an ongoing programme is acquired by a third party as an acquisition of part only of our assets, in which case your Information held on CRISP will also be transferred to the third party; or
- If we are under a duty to disclose or share your Information in order to comply with any legal obligation, or in order to enforce or apply any agreement we have with you, or to protect our rights and property, or safety of NISP members or others.

We will immediately inform you if we become aware or suspect that your Information has been used or disclosed outside the scope of this Confidentiality Charter.

Access to Information

The Data Protection Act 1998 gives you the right to access Information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the Information we hold about you.

Changes to Our Confidentiality Charter

Any changes we may make to our Confidentiality Charter in the future will be posted on our website and where appropriate you will be notified by e-mail.

Contacting Us

If you would like to speak to us about the contents of this Confidentiality Charter or discuss any related matter, please contact the Director of Business Systems and Knowledge Management at International Synergies Limited:

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