***Logo, company name

Description automatically generatedLeadership Behaviours Profiles   
via the Bureau service***

To help our team deal with your processing requirements as efficiently as possible, and facilitate compliance with GDPR and associated policies, please complete all of the following information about your Leadership Behaviours Profile Programme, and return to [bureau@tmsdi.com](mailto:bureau@tmsdi.com).

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| **Programme Title/Team Name\*** | |  | | |
| **Programme Date\*** |  | | **Accredited Facilitator(s) for this programme** |  |
| **Date Profiles (in chosen format) to be received by** | | | *NB All other deadlines will be set automatically by the Questionnaire website to ensure this delivery date is achievable* | |

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| **Data Protection**  As the data controller, it is your responsibility to ensure that you comply with the terms of The General Data Protection Regulation (GDPR) with regard to Profile results – including processing, storage, retention and access. You can find out more about your responsibilities at [www.ico.org.uk](http://www.ico.org.uk) . If you are located outside the United Kingdom but within the EU, or you process personal data which belongs to EU citizens, you must comply with the GDPR. TMSDI endeavour to be GDPR compliant and, in relation to Profile processing, act as a data processor – please see our Privacy Policy at <https://www.tmsdi.com/privacy-policy>  Your attention is also drawn to our Data Processing Agreement, a reference copy of which can be found when logging in to your account on TMSDI Online, or can be requested by email to privacy@tmsdi.com. This Agreement outlines the default arrangements in place for TMSDI to act as the data processor where we process Profiles on your behalf, and by submitting this form you are agreeing to these conditions which your organisation has signed up for. If your organisation requires different arrangements for data processing, or you are unsure whether your organisation has a current data processing agreement in place, please contact us at [privacy@tmsdi.com](mailto:privacy@tmsdi.com) Note that we are unable to process Profiles on your behalf unless there is a signed data processing agreement in place.  **IMPORTANT** | |
| **\*** | Please note that to help retain the privacy of those who are receiving their Profile, our policy is NOT to include delegate names on invoices. Your invoice will quote the Programme Title/Team Name and Programme Date as stated above. If you DO require delegate names on the invoice for this programme, please confirm here:  **I DO require delegate names on the invoice for this programme** |

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| **Delegate information:**  Please note here the details of the person being rated, if you prefer you can provide this information separately as a .csv or .xlsx spreadsheet file. | | |
| **Name** | **Email Address** | **Number of raters expected (maximum is 12 including the Profile Owner/Self Rater)** |
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| **Profile format required**  **BureauPlus\*:**  Printed bound Profiles & PDFs on TMSDI Online  **Bureau Online\*:** PDFs only on TMSDI Online | ***\**** *if you require these Profiles to be shared via TMSDI Online with other Leadership Behaviours Profile accredited facilitator(s) who are working on the event with you, please note the facilitator name(s) here:* |
| **Group Analysis required**  **Yes** I do require Group Analysis for these Profiles.  If **Yes**, do you require the Leaders’ names to be included in the Group Analysis?  **Yes**  **No**  [Click here](https://www.tmsdi.com/lbp-update) to view a sample of the Group Analysis. | **No** I do not require Group Analysis for these Profiles |
| **Pulse Reports required**  **Yes** I do require Pulse Reports for these Profiles. NB if Pulse Reports are selected then Personal Development Objectives will be activated one month after the Profile is generated, and the Pulse Report 6 months after. | **No** I do not require Pulse Reports for these Profiles |
| **Profiles delivered Online to your Delegates**  For Profiles uploaded to TMSDI Online, it is also possible to activate a Profile Owner account for each of your delegates, allowing them to log-in and view their Profile. You can activate these accounts yourself via your own log-in with no additional charge. If you would like us to do this on your behalf please indicate below (note there is a charge for this service) :  Profile Owner accounts to be activated by TMSDI Yes  No   If yes, please state Date:       and time       that you would like these to be activated.  NB Profile Owner accounts can only be activated by TMSDI Monday to Friday, 9.00am-5.00pm UK time. | |
| **Please note here any other details we should be aware of:** | |

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| **Delivery of Printed Bound Profiles (BureauPlus)** | |
| **Delivery Address**  **Contact Name**  **Organisation**  **Address**  **City** **Postcode**  **Country**  **Contact Number** | **UK Delivery Options**  Deliveries are available Monday to Friday. Please note that the cut-off time for arranging next day delivery is 12noon the previous working day  DHL Standard Next Working Day  Royal Mail Special Delivery (before 9am) – maximum 5 Profiles  Royal Mail Special Delivery (before 1pm) – maximum 30 Profiles  DHL (before 9am) – surcharge applies  DHL (before 12noon) – surcharge applies  **Overseas Delivery Options**  You may need to pay local tax or import duty, depending on your location.  DHL Express  Airmail – maximum 5 Profiles |

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| **EORI Number (EU only where printed Profiles or Support Materials are required)** |

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| **Invoicing details**  **IMPORTANT** – TMSDI’s policy is to invoice the organisation of the accredited network member who is booking this Profile processing. Any third party invoicing MUST be agreed in writing, in advance, with TMSDI’s Finance Manager, and will require a Purchase Order.  **Contact Name**  **Contact Email**  **Organisation to be invoiced**  **Invoice Address**  **Cost Centre/Purchase Order No** |

If you have any queries, please contact [bureau@tmsdi.com](mailto:bureau@tmsdi.com) or +44 (0) 1904 464 520