



STEVE MATTHEWS
Research & Consultancy

Data Privacy Notice

The purpose of this document

This document sets out our privacy policy for the purposes of survey and interview research with the general public aged 16+ years old.

Who it covers

All respondents, and individuals contacted to be invited to take part in surveys or interviews irrespective of whether research was subsequently carried out.

What information we are referring to

Collection of information on your behaviours and attitudes as requested within the questionnaire or supporting interview for the purposes of gathering insight and monitoring trends for clients who deliver public or charitable services. The collection of gender, ethnic and geodemographic information for the purpose of profiling. Information on studies and course participation. Event attendance and opinions held by you. All data we collect and hold that is personally identifiable to you. Your personal information may include numerical, written, audio, audio visual, imagery and observation data.

Who will see or receive your personal data

Any data collected for research purposes will be stored in secure folders by Steve Matthews Research and Consultancy or third Party suppliers' secure systems.

Your responses will be stored separately from your contact details and, once analysed, the data will be reported to the client in a manner where you cannot be personally identified. We would not identify you as the respondent without your prior written consent.

Legitimate interest for collection and processing your information

Steve Matthews Research and Consultancy are collecting this data on behalf of clients who may have different legitimate interests for collection of the data. Research may be designed to help a College better meet their contractual obligations to deliver services to you, for example.

The name of the research client and their legitimate interest for collecting the data will always be clearly stated before your consent is sought for participation in the research.

Your rights

You have a right to ask for a copy of the information that we hold about you. There is no charge.

You also have a right to:

- Request a copy of all data held about you by Steve Matthews Research and Consultancy as a data controller.
- Request the restriction or suppression of your personal data in certain circumstances.
- To ask for inaccurate personal data to be rectified.
- When collection of data is based on legal consent, you have the right to withdraw consent at any time. You do not have to provide reason or explanation.
- You have the right to lodge a complaint with the Information Commissioners Office (www.ico.org.uk) if you feel your information has not been stored and processed appropriately and/or your requests have not be dealt with adequately.

If you wish to have your information withdrawn from a third party data processor you will need to contact that organisation to withdraw your consent. On request, Steve Matthews Research and Consultancy will provide you with details of any third party processors and how to contact them.

Storage and Transfer of Data

All data is stored securely by Steve Matthews Research and Consulting and/or their Third Party Agency(s) used to administer or enable survey and research delivery. All research data will be stored within the European Economic Area or a country that has subscribed to a recognised 'international framework' to ensure adequate privacy protection.

Retention Period

Unless otherwise stated in the introduction to the research our policy will be to remove and destroy all personal identifiers (such as email addresses, postal address) from data sets so that all remaining information is anonymised within 12 months of the close of field work.

Data Controller

Stephen Matthews is the Data Controller for this data.

T: +44 (0)795 263 8922

E: steve.matthews964@gmail.com

W: www.thetreasurewithin.net

Data Processor and Joint Controllers: A third party data collection and/or processing organisation may, at times, be used to collect and hold survey responses (e.g. an online survey platform).

In some circumstances we may also ask third party research and data organisations to administer market research on behalf of Steve Matthews Research and Consultancy and may pass on contact information to this company.

These organisations will hold their own Privacy Policies that will be supplementary to your rights outlined in this document and will not replace them. We will provide you with the name of any third party organisations used in the processing of your data at your request.

(Updated 30 March 2020)