

This policy statement sets out how we seek to meet the requirements of the General Data Protection Regulations.

Research for Real Ltd  
The Melting Pot  
5 Rose Street  
Edinburgh  
EH2 2PR

Company Number SC295408

Research for Real is a registered data controller with the Information Commissioner's Office.

Data controller, data processor and data protection officer  
Contact: Cathy Sharp [info@research-for-real.co.uk](mailto:info@research-for-real.co.uk)

### General comments

We believe that there is a close relationship between the adoption of formal research procedures and exclusion from social research. Cumbersome formal consent procedures formalise the research and mean that those who are already most vulnerable or excluded are least likely to engage in a formal process.

Forms often generate suspicion and fear of what might go wrong. At the same time, we approve of efforts to protect individual privacy and promote greater transparency in research and business affairs. Therefore, we seek to both comply with regulatory requirements and make our procedures as simple and appropriate as possible.

### Preparation for the implementation of GDPR May 2018

The company has undertaken a data audit in preparation for the new regulations coming into force.

### Privacy Notices

We will issue a **Privacy Notice** for each project where we hold the contract with a client or where we are working with partners as sub-contractors. This will set out:

- the lawful basis on which personal data is to be processed
- our intended purposes for processing the personal data
- a description of the categories of individuals and categories of personal data
- the categories of recipients of personal data.

In general terms, we seek to minimise the collection of personal data and wherever possible anonymise transcripts or other research notes. Any departure from this will be agreed with the consent of the appropriate parties.

## Research for Real Data Protection Policy

Although this is not a blanket policy, we anticipate that most of the work we undertake will be under the lawful basis of consent.

Consent must be:

- Specific (and explicitly gained), freely given, informed, unambiguous, recorded, full information provided on rights, data recipients described, retention period stated.

### Security

Personal data will not be shared with any third party.

Wherever we have personal data, this information will be held on a password-protected computer and kept securely.

### Retention

Data will be kept for one year after the formal completion of the project, unless contractual obligations from the client require a different retention period.

*Research for Real* does not maintain a communications database, mailing list or newsletter distribution list.

After a project has ended, you may be asked for your permission to retain your contact details to maintain contact on an occasional basis. This will not be shared with other parties.

### Access to information

If you wish to know what personal data we hold about you, please get in touch at any time.

If you do not wish us to keep your details, please let us know.