

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
15 Calton Road
Edinburgh
EH8 8DL

Company Number SC295408

Research for Real is a registered data controller with the Information Commissioner's Office, registration reference Z2326049

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

Research for Real takes your privacy seriously and will only use your personal information to provide the information and services that you have requested from us. We seek to both comply with regulatory requirements and make our procedures as simple and appropriate as possible.

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 with or 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.

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

We will not share personal data with any other organisations without your explicit consent.

Research for Real Data Protection Policy

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.

Wherever a request is made to remove personal data, this will be undertaken within 5 working days.