

## **Privacy Notice for RPA studies**

### **Who we are?**

Risk and Policy Analysts Ltd (RPA) ([www.rpald.co.uk](http://www.rpald.co.uk)) is a consultancy undertaking a diverse range of studies for private and public sector clients.

### **What information do we collect?**

Some of our studies involve online surveys and/or interviews with the relevant stakeholders.

**Personal data that may be collected includes:** Name, organisation, work email address and phone number.

### **How do we use personal information?**

We collect personal data in order to carry out the studies for our clients.

### **What basis do we have for processing your personal data?**

All data processed will be on the basis of consent obtained during the survey or interview.

### **When do we share personal data?**

All information obtained from the survey and interviews will be treated as confidential and will not be linked to the person or organisation providing the information. Personal data will not be shared with any third parties.

### **Where do we store and process personal data?**

Data will be stored within the EU.

### **How long do we keep your personal data for?**

Personal data will be handled appropriately for the duration of the relevant study and is held on file and after the agreement has ended. RPA will dispose of any personal data within one year from the project end-date (unless agreed otherwise).

### **Your rights in relation to personal data**

You have rights under the General Data Protection Regulation and the Data Protection Act 2018 (DPA 2018). These are listed in full on the Information Commissioner's website (<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>)

### **How to contact us?**

If you have any questions about this privacy policy, how to exercise your rights or if you are not happy with the way we are handling your information please contact us at [post@rpald.co.uk](mailto:post@rpald.co.uk).