

# How we protect your personal information

## 1. Introduction

Hopkins Van Mil will collect information from you so that you can take part in this programme of research or engagement. We will process this data for research purposes. If there is a published report that comes from this work it will be shared with you. The programme falls under the category of a public task, which means that we have a lawful basis to carry out this research because it is in the public interest.

Hopkins Van Mil is registered with the Information Commissioner's Office reference Z2969274. As such we will protect your personal information in the following ways:

- We will only collect and hold the minimum amount of data we need;
- We will use anonymous data wherever possible;
- We will not process your data in ways likely to cause any harm;
- We will store all personal information securely, in the UK, in encrypted files on secure servers; and
- HVM have internal processes to review our policies and ensure they are fit for purpose.

## 2. Sharing information with others

**We will not personally identify anyone** in the reports that we write. All sensitive files will be encrypted with a password during the process of recruiting you to the research and you taking part in the research. The quotations we use will be anonymised with no reference to research participants' names nor where they live.

We may also send workshop recordings to a transcription company to be typed up: we have assessed this company to ensure they have the adequate security procedures for holding and deleting the data, and we will send the recordings to them securely. When we send the recordings, they will not contain any information other than the recording itself that could identify you personally (such as your name or project name). We immediately delete any zoom video recordings or similar and do not use these in our analysis.

We will not share what you tell us with anyone else in a way that could identify you personally. Nor will we share the transcripts/ audio recordings of our discussions with anyone other than the immediate team at [Hopkins Van Mil](http://Hopkins Van Mil) for the purposes of writing the report. We will not share the transcripts or data from our discussions with the commissioning body, sponsoring government department, community organisations, support organisations, councils, services providers or similar until personal information has been removed.

Your responses to this research or engagement programme will be stored securely by Hopkins Van Mil. All personal data will be securely destroyed within two years of the programme being completed unless we or our commissioning partners come to a separate agreement with you about continuing to remain in contact.

### *3. Your data protection rights*

The rights you have are set out in data protection legislation, which is designed to protect and support the personal data rights for everyone in the UK. Your rights include the right:

- To be informed about who is collecting and processing your data: we set this out above;
- Of access: to understand what information about you is being used and how;
- To ask for your personal data to be erased;
- To request that we suspend the processing of your personal data, for example, if you want us to establish whether it is accurate, or the reason for processing it;
- To object to our processing of your personal data.

In addition, you have the right to withdraw from this research or engagement programme at any point in the process, including after having taken part.

There are other rights not listed here and exemptions may apply. For more details see here: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/> or contact our Data Protection Officer (see below).

If there are any problems with our handling of your data, we will notify you and the organisation that is responsible for regulating this where we are legally required to do so. We will not move or share information about you outside the UK and it will be held securely at all times.

### *4. Your right to complain*

If you are unhappy about how your personal data has been used or would like to withdraw from the research now or at a later date, please contact Hopkins Van Mil via email: [info@hopkinsvanmil.co.uk](mailto:info@hopkinsvanmil.co.uk). You can also contact the Information Commissioner's Officer via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Please respond to the email you have received with this statement confirming that you agree to your data being stored and used in the ways set out above.