



Privacy Notice

This notice sets out how we will use your personal data, and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

YOUR DATA

We will process the following personal data:

Name

Address contact details

Information about your business needs

Health and Safety Information related to your business

Purpose

The purpose(s) for which we are processing your personal data is:

To undertake a Research Trial in which local businesses will be invited to take part. Businesses will be invited to attend masterclasses; half of the businesses participating in the project will be randomly selected to have a student project work placement.

Legal basis of processing

The legal basis for processing your personal data is:

To undertake a research trial, answering a research question:

For SMEs who do not extensively use existing technologies in key business and administration functions, does the delivery of a dedicated student project, aimed at developing and embedding specific technology usage, improve adoption rates when compared to less interactive levels of support?

a) Consent: You consent to us doing so

Recipients

Your personal data will be shared by Petroc with BEIS and our Research Partners Kada Research.

As the project evaluation partner, Kada Research will be required to handle personal data in order to contact participants for research. This is expected to be at maximum, a name and phone number and or email address. Identifiable business information will be kept for no longer than 10 years from project completion, unless stated specifically at the time of taking part.

During evaluation research processes (e.g. survey, telephone interview etc.), information will be collected containing personal opinions to the questions we ask as well as personal information such as name, occupation, age etc. Where relevant to the research being undertaken, we will collect business contact information, such as, company name, job title, turnover, sector etc. This is not shared with anyone outside of our organisation unless express permission has been obtained. This non-identifiable information will be kept for no longer than 5 years. This will be checked and reviewed on an annual basis with the relevant data being deleted.

The data we or our partners collect during the research process is reported back to our client in anonymised formats, unless participants have explicitly given permission to be identified. We do not share any research data we collect data with other parties. All data is stored in secure UK servers. As with all research individuals have the option to refuse to take part or refuse to answer any individual question(s). Refusing to answer any one or more question(s) will not impact their ability to complete a research survey. If individuals have any queries concerning Kada Research's data handling process, or would like to make a subject access request or view our Privacy and GDPR policy in full, please contact us via email at karl.dalgleish@kadaresearch.co.uk.

BEIS will have access to the data collected as part of this project, e.g. survey date, unique identifiers, and contact details of participants. Unique business identifiers may include, companies house registration numbers, VAT/PAYE number, Unique Tax Reference number, business name, address, SIC code ect. Data may be linked with other administrative data sources (e.g. HMRC data) for long term economic impact analysis, and further evaluation activity, to inform future policy making. This data may also be shared with an external contractor to conduct this analysis on BEIS's behalf. BEIS will also have access to contact information, in the event of re-contacting participants for further research (e.g. follow up surveys). In limited circumstances the continuum of data will potentially transcend to sole traders. Data will be retained but the department in line with best practice and standards provided by the National Archives.

<http://www.nationalarchives.gov.uk/information-management/browse-guidance-standards/>

Retention

For funding requirements data will be held securely for 10 years.

If you consent to be added to the Petroc business database, we may contact you in relation to opportunities at Petroc.

YOUR RIGHTS

You have the right to request information about how your personal data are processed, and to request a copy of that personal data.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

You have the right to request that any incomplete personal data are completed, including by means of a supplementary statement.

You have the right to request that your personal data are erased if there is no longer a justification for them to be processed.

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

Where the personal data is processed on the basis of consent:

You have the right to withdraw consent to the processing of your personal data at any time.

As your personal data is stored on our IT infrastructure

COMPLAINTS

Please contact dpo@petroc.ac.uk, if you have any questions.

If you have a concern about the way Petroc has handled or is handling your personal information, or you wish to make a complaint because we have not complied with our obligations, you can make a complaint to the Information Commissioners Office (ICO). You should raise your concerns within three months of your last meaningful contact with the college. Details of how to do this are on the Information Commissioners Office website: <https://ico.org.uk/for-the-public/raising-concerns/>

dpo@petroc.ac.uk

CONTACT DETAILS

The data controller for your personal data is Petroc

You can contact the Petroc Data Protection Officer at: dpo@petroc.ac.uk

Petroc's full data protection policy information is available online

<https://www.petroc.ac.uk/college-information/about-the-college/policies/privacy-notice>