

Privacy

Scope

This policy applies to David Simmonds Consultancy Ltd and to DSC France SAS (collectively “DSC”).

Why are we processing your data?

The legal basis for our collection and processing of your personal data is legitimate interest. We use this data to fulfil our obligations to you, our clients, and for direct marketing purposes.

What personal data do we collect?

- Your name
- your job title
- your job role or responsibilities
- your email address
- the name of the organisation you work for
- your work (or personal) contact number
- your office or other work address, and your work postal address if different.

In most cases data is only collected in connection with your work, i.e. your data is held because we believe you are someone we may contact as a representative of your employer or of another body (such as a professional association). Exceptions are

- if you have retired from work, or work for an organization that is not of interest to us, but have expressed a continuing interest in our activities;
- if you are a sole trader, and your personal and work details are the same;
- if you are a former member of DSC staff.

How do we collect your personal data?

We collect your data from a number of sources:

- **Email information** - email correspondence that you send us
- **Employer information** - if your employer (typically, someone else acting on behalf of your employer) provides your information, in connection with a contract, invitation to tender, discussion of possible work or data availability, etc, or your information is published on your employer’s website
- **Third party information** - we may collect information from third parties such as the organizers of conferences we attend (if lists of attendees are circulated by the organizers) or from websites published by others that relate to your work
- **Personal meetings** - if you give your business card or equivalent information to one of our staff, in the course of a business meeting or other conversation.

How is your data used

We may use your data to contact you by email, phone or post in order

- to carry out projects which require us to contact you or your organization;
- to supply you with information which we believe is of interest to you and/or your organization, including possible DSC services which we believe may be relevant to your organizations responsibilities and objectives, or meetings/conferences which we are organizing or helping to organize;
- to seek information about research which you or your organization have carried out;
- to supply information about job vacancies which we believe may be of interest to you, to your students, or to members of a mailing list which you administer.

Do we share your data with anyone else?

Data is shared between David Simmonds Consultancy Ltd and DSC France SAS.

We will not sell or lease any of your personal data. Except for the cases mentioned below, we will only share personal data to the extent it is necessary to provide services that you (or your employer) have requested. This includes, for example, sharing your details as representative of a particular organization with other consultants with whom we are collaborating on the project in question who need to interact with that organization.

We may disclose information when the law requires it, for the protection of our legal rights (such as for tax or accounting purposes), or to protect the safety of our staff, our clients and the public.

We may also provide your details to another of our contacts if

- we know that they are seeking professional services that you are offering (or vice versa) and we wish to recommend each party to the other; or
- we believe it is in the public interest e.g. they can legitimately provide information which your organization needs to inform public policy decisions or which you will otherwise have to collect at additional and unnecessary cost to the public purse.

How long will we hold your data for?

We will retain and may use your collected personal data until

- you ask to be removed from our databases (see below);
- we are informed that someone else is now the appropriate contact for the particular subject about which we contacted you;
- we become aware that your data is no longer valid (e.g. that you have changed job).

We will also retain data that we are required to retain for legal or insurance reasons, for as long as those requirements persist.

What are your rights concerning the data we hold on you?

You have the right to:

- request a copy of the information that we hold for you
- request that your information be removed from our databases
- withdraw your consent to sharing your personal data
- lodge a complaint with a supervisory authority, should you wish
- request to update or correct the information we hold for you.

If you wish to exercise any of these rights with regards to your personal data, please contact admin@davidsimmonds.com or contact any of our offices by phone or post. If you are a designated contact for our work with your organization, you may need to ask your employer or manager to appoint another contact.

Links to other web sites

Any links from our website to third party websites are provided in good faith with the intention that they are interesting and/or useful, but we are not responsible for the privacy of your data if you visit websites linked from our website.

Data security

Your information will be stored and processed within Scotland, England or the European Economic Area. We have appropriate measures to safeguard the data.

Changes to this policy

We may change this Privacy Policy from time to time. However, we will not change our policy in a way that would allow us to use your personal information in a materially different way from the uses allowed under the present policy without your prior consent.

[end]