

# BJ Deadman Consultancy Ltd customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

## Contact details

### Email

ben@bjdeadman.co.uk

## What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Records of meetings and decisions
- Information relating to compliments or complaints
- Information relating to employment and professional activities

We collect or use the following information for **the operation of customer accounts and guarantees**:

- Names and contact details
- Information relating to employment and professional activities

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information
- Information relating to employment and professional activities

## Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legitimate interest:
  - Legitimate interests are typically mutual between BJ Deadman Consultancy Ltd and you, the client. Examples include preparation of research grant documentation, processing and administering grant applications, preparation of scientific publications, and similar activities where there is mutual agreement to engage in the activity.

Our lawful bases for collecting or using personal information for **the operation of customer accounts and guarantees** are:

- Contract

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Contract

## Where we get personal information from

- People directly
- Publicly available sources

## How long we keep information

Information is retained for the duration of any contracts or professional contact with you or your company, plus a period of 5 years.

## Who we share information with

Data processors

**Google LLC**

This data processor does the following activities for us: Provide email and data storage services.

### **Microsoft Corporation Inc**

This data processor does the following activities for us: Data storage services.

### Others we share personal information with

- Professional or legal advisors
- Financial or fraud investigation authorities
- Relevant regulatory authorities
- Organisations we're legally obliged to share personal information with
- Other relevant third parties:
  - Where relevant to the service being provided, information may be shared with third party organisations such as research grant awarding bodies, research collaborators, and other relevant parties, with your knowledge and agreement.

## Sharing information outside the UK

Where necessary, we may transfer personal information outside of the UK. When doing so, we comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

Where necessary, our data processors may share personal information outside of the UK. When doing so, they comply with the UK GDPR, making sure appropriate safeguards are in place. Please contact us for more information.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal data.

**Your right to rectification** - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal data in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

**Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

15 June 2024