

QUAL CONSULTANCY GDPR COMPLIANCE POLICY STATEMENT

QUAL Consultancy activities currently include (1) subcontracted social/market research and (2) running 'Pre-Trial Therapy' workshops for counsellors / psychotherapists.

All counselling and psychotherapy is currently only undertaken on an employed basis with Safeline (based at 6a New Street, Warwick, CV34 4RX) and also at HMP Onley, - a service run by Safeline.

QUAL Consultancy is registered with ICO. Jill Swindells is the sole director of QUAL Consultancy, and hence, fully responsible for data protection and taking action in the event of a data breach. In the event of a breach, appropriate action will be taken as soon as possible and, as required, affected organisations/individuals will be informed within 24 hours and ICO within 72 hours of detection.

The two activities will be covered separately:

1. Subcontracted social/market research

As a *data processor* personal information about research participants is sent by secure file transfer to QUAL by research companies for the purpose of conducting fieldwork, such as research interviews, focus groups and public consultations. This is not stored electronically by QUAL. The information required (name, address, telephone number and only personal information relevant to the research) is printed onto paper and stored securely in a locked drawer. When conducting fieldwork, this information remains in my personal possession at all times. It is shredded as soon as the project is completed. This information is not shared with anyone else.

Information sent back to the research companies by secure file transfer is anonymised using the interview number provided by research companies and does not include the personal information or contact details identified above.

2. 'Pre-Trial Therapy' workshops

Following an enquiry and/or workshop, personal contact details (name, email, telephone number, plus address of organisation if posting materials/delivering a workshop) given to QUAL Consultancy for the purposes of arranging a workshop and/or post workshop sharing information and learning about Pre-Trial Therapy amongst workshop participants. Personal information is not used for any other purposes and contact details are only shared for networking/mutual support purposes with permission. This is explained and consent sought at the time personal contact details are provided.

The law requires us *to tell you about your rights and our obligations to you* regarding the processing and control of your personal data. If you require any of the following actions, please email Jill Swindells at jill@qualconsultancy.com or via the website www.qualconsultancy.com

An outline of your rights and our obligations:

1. You have the *right to request access* to the information held about you. The regulations require a response within a month to a request for your personal data held by us.
2. You have the *right to rectification* (in other words to correct it if it is incorrect). If you wish to rectify the data we hold about you, please send us an email specifying the corrections needed.
3. You have the *right to be forgotten* (in other words to request that the data is deleted), so please send us an email to that effect.
4. You have the *right to portability* (in other words to request a copy of your data in a format that allows you to transfer to another IT system). We will respond to a request by sending it to you as an electronic business card, Vcard or outlook format.