

## **Projects Privacy Notice**

Techniquet is committed to being transparent about how it handles personal information, to protecting the privacy and security of personal information and to meeting its data protection obligations under the General Data Protection Regulation (the GDPR) and the Data Protection Act 2016. The purpose of this privacy notice is to provide awareness of how and why we will collect and use personal information both during and after a working relationship with Techniquet. We are required under the GDPR to notify the information contained in this privacy notice.

Techniquet has appointed a data compliance manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact Gareth McTiffin ([gareth.mctiffin@techniquet.org](mailto:gareth.mctiffin@techniquet.org)).

### **Data protection principles**

Under the GDPR, there are six data protection principles that Techniquet must comply with.

These provide that the personal information we hold must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to these purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a format which permits identification for no longer than is necessary for those purposes.
6. Proceed in a way that ensures appropriate security of the data.

Techniquet is responsible for, and must be able to demonstrate compliance, with these principles. This is called accountability.

### **Data retention**

The Techniquet Projects team will not collect personal data without having legitimate and relevant grounds for doing so. We will ensure transparency during data collection and provide individuals with an appropriate privacy notice when collecting their data which states our identity, provides information on how their data will be used and with whom their information may be shared.

Techniquet will collect your data in line with our GDPR strategy. Your data will be used to ensure you the client are kept informed about the services that we can provide and to contact you where necessary to ask for permission to share information about any projects you have commissioned with us.

You have the right to ask what information we currently hold on you and to have your information removed from our system as long as no active projects are currently commissioned between Techniquet and yourself. In cases where an active project is in process or where there is a legitimate business interest your data will be stored until the 12 month warrantee period for the project has lapsed and there is no longer a legitimate business interest, after which you can request your personal data be erased.

Following the completion of a project your data will be held for a period of 10 years unless a request for removal is made.

Any personal data Technquest may collect during business enquiries and transactions will be stored online on our secure server, under Technquests general privacy policy

<https://www.technquest.org/terms-conditions/privacy-policy/>

### **Questionnaires**

Where postcode data is collected via paper questionnaires, this will input digitally within 7 working days of collection and stored securely and digitally on the Technquest server. Following digital input, all paper copies will be destroyed in a secure manner.