

Ettrickburn Limited Privacy Policy

Our contact details

Name: Ettrickburn Limited

Contact: John Macgill

Address: Registered Office: 14 Rutland Square, Edinburgh EH1 2BD

Phone Number: 07711 548672

E-mail: john@ettrickburn.com

website: www.ettrickburn.com

Privacy Policy Updated on 31 January 2022

The type of personal information we collect

Ettrickburn Limited collects and process the following information to allow us to contact you for research and comment:

- Personal identifiers:
 - Name
 - Job Title
 - Employing Organisation
 - Email address associated with your employment
 - Phone Number
- Information you have supplied to us that we have retained:
 - Emails you have sent to us
 - Written documents containing the information you have shared with us such as our:
 - Monitoring reports
 - Research reports
 - News and comment articles

We have two primary sources of the information that we collect:

- public websites and publicly available documents
- information supplied to us by the named individuals.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To supplement information on publicly-accessible websites (for instance we have used your publicly accessible email address and you have supplied your phone number);
- To allow us to contact you about a project such as a piece of research, information or opinion-gathering.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Publicly-accessible websites;
- Forwarded by representatives of the organisation that you work for such as press officers and colleagues who nominate you, with your consent, to take part in research.

We use the information that you have given us in order to contact you to help us undertake research and seek your input. We do not use your personal information to send unsolicited information or publications.

We will not share your information with third parties without your permission, which must be specific to that request for information to be shared. We may share this information with a client who has commissioned work from us if you have given us permission to do so.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information are:

Your consent. This is deemed to have been given if information about you is available on the website of the organisation that employs you.

You are able to remove your consent at any time. You can do this by contacting John Macgill

How we store your personal information

Your information is securely stored, in digital form only, on password-protected cloud servers.

We keep the personal information listed above for one year in dated spreadsheets. We then delete the spreadsheet after 12 months unless we have specifically asked to retain it for a defined longer period for a specified reason that has been made clear to you.

Deleted information is removed permanently and cannot be accessed again.

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 information.

Your right to rectification - You have the right to ask us to rectify personal information 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 information in certain circumstances.

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

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

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

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact John Macgill using the contact information at the beginning

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the contact address above.

Ettrickburn Limited is registered with the ICO, Reference: ZA7122490

You can complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>