

## Jenesys Associates Ltd. - Privacy Notice

### Introduction

This privacy notice applies to personal data (e.g. name, email address, phone number) collected during any evaluation conducted by Jenesys Associates Ltd, a UK company limited by guarantee (company number 5667158). It explains how we will process your personal data.

### Why we need the data

We only collect your basic personal data in order to allow you to contribute fully to an evaluation that we have been contracted to perform, e.g. an email address so that we may contact you to obtain further feedback, a name/ email so you may enter a prize draw.

### Legal basis for processing data

The personal information we process is provided to us directly by you. Under the Data Protection Act 2018 incorporating the General Data Protection Regulation (GDPR), we must have a legal basis for processing all personal data. In this instance, the legal basis is your CONSENT. You are able to remove your consent within a specified timeframe by contacting [admin@jenesysassociates.co.uk](mailto:admin@jenesysassociates.co.uk)

### What we do with your personal information

All the personal data you submit is processed by Jenesys Associates Ltd in the United Kingdom. No personal data will be disclosed either verbally or in writing, accidentally or otherwise, to any unauthorised third party.

The anonymised results from the evaluation to which you are contributing will be reported only to a client under the terms of our contract with them.

### How we store your personal information

Your personal information is securely stored in password encrypted files. We keep personal data for no longer than 3 months after an evaluation has been concluded, e.g. after our final evaluation report has been submitted. After this time, it will be securely deleted.

### Your rights to your data

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data. Any individual wishing to exercise rights to their data should do so in writing via email to [admin@jenesysassociates.co.uk](mailto:admin@jenesysassociates.co.uk) . We will respond to all such requests within 20 days of receipt.

### Updates or Changes to the Privacy Notice

This notice was reviewed on 5<sup>th</sup> May 2021. It will be updated from time to time to take into account changes in the law and it will also be reviewed annually to ensure that it is compatible with developments and changes made within the company and relevant legislation.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [admin@jenesysassociates.co.uk](mailto:admin@jenesysassociates.co.uk)