



## **Affinity Health at Work Privacy Policy**

### **Privacy policy**

Affinity Health at Work are committed to protecting and respecting your privacy. This policy explains how we use your data and our commitment is only to use your data in this way.

Please read this Privacy Policy carefully. We may change this policy from time to time and will do so by updating this document and posting the new version on our website ([www.affinityhealthatwork.co.uk](http://www.affinityhealthatwork.co.uk)). Please check our website or email us to ask about any changes. This policy is effective from 25<sup>th</sup> May 2018.

### **Who we are?**

Affinity Health at Work is a niche occupational health psychology consultancy and research group. Our aim is to make a tangible difference in the way workplaces function – to humanise the workplace by improving levels of employee health and wellbeing and enhancing people management and leadership skills.

We are a limited company registered in England. Our registered address is 287 Mayall Road, London, SE24 0PQ.

### **What is personal data?**

Personal data is data that relates to a living individual who can be identified from that data, or from that data and other information within the data controller's possession or information that is likely to come into the possession of the data controller.

### **What data we collect from you**

The data that we collect from you includes:

- Information you provide when you become a member of our Research Consortium
- Information you provide when you sign up to our mailing list
- Information you provide when you participate in consultancy and research projects, such as interviews and surveys

The legal basis for processing your personal data is explicit consent.

### **How we will use your data and how long we will retain your data for**

#### ***Research Consortium members***

We will keep your name, email address, organisation and any other information you provide when you become a member in a spreadsheet/database of Research Consortium members and as an email group, which will be stored securely on our system. We will use your email address to send you information about Research Consortium events, updates, information about our research and other news. We will retain your data for as

long as you are/your organisation is a member of the Research Consortium and for a period of five years after you leave the Consortium.

***Mailing list/network members***

We will keep your name (if provided) and email address in a Mailchimp mailing list (see [www.mailchimp.com](http://www.mailchimp.com) for details of Mailchimp's privacy policy). We will use your email address to send you Mailchimp mailouts to provide you with updates, information about our research and other news. We will retain your data until you unsubscribe from the mailing list, your email address becomes invalid or you ask to be removed.

***Participants in research and consultancy projects***

The personal data that we collect through consultancy and research projects (e.g. survey responses and interview data) will be used solely for the purpose of that project and any associated academic and professional publications and presentations. You will be asked to consent to the use of your personal data. The data will be stored securely on our system. We will retain your data for the period of the project (or projects if it is a series of projects, for example, repeated surveys) and five years after completion.

**Sharing your personal data**

Your data will be treated confidentially and will not be shared with third parties. In the case of data provided for consultancy and research projects, only aggregated data will be reported and no names will be provided unless explicit agreement has been given.

**How to access your data**

If you would like to access your data, please email us at [info@affinityhealthatwork.com](mailto:info@affinityhealthatwork.com).

**Withdrawing your data**

If you would like to remove your data, please email us at [info@affinityhealthatwork.com](mailto:info@affinityhealthatwork.com). Alternatively, you can click the unsubscribe link in any email that you receive from us.

If you have any questions about this Privacy Policy please contact us.