

PRIVACY NOTICE: DOFE IN SEND SCHOOLS AND CENTRES RESEARCH

Chrysalis Research (UK) Ltd is an independent research agency. We are committed to looking after your personal data and comply with all relevant data protection legislation and the research industry professional standards. If you have any questions about how we look after your data please contact us

- By email: dpo@chrysalisresearch.co.uk
- By phone: 0117 230 9933
- By post: 1a Middle Way, Lewes, BN7 1NH
- Via our website: www.chrysalisresearch.co.uk/contact

How we use your personal data

At the end of our survey about experiences and benefits of doing the DofE for students in SEND schools and centres, we will ask if you are interested in participating in further research activities, for which we would need to collect your name, email address and telephone number. We would only contact you via these means to provide more information about further research activities so that you can decide if you wish to take part. We would not use any of your personal data when analysing and presenting survey responses; all survey responses will be aggregated and reported to the DofE anonymously.

The lawful basis for holding and processing your data is your CONSENT.

Providing your personal data to others

We will not share your personal data with any other party or organisation.

We will not contact you for any purpose other than this research, unless you give us your permission to do so or have given your consent through any other means.



Retaining and deleting personal data

We only keep your data for as long as we need it. Once the research project has finished we will hold your data for a maximum of 12 months, just in case there are any issues with the project. After that we will permanently delete your personal data. We do not usually print paper copies of personal details, but any that are used will be shredded immediately after the project.

Your rights

You have the following legal rights which allow you to see, change or delete, or question how we use your personal data. Further information can be obtained from the [Information Commissioner's Office](#)¹.

- The right to be informed: we must tell you about the collection and use of your personal data, we do this through our privacy notice and before we carry out our research
- The right of access: you may request from us details of the personal data we hold and we must give you that data if you ask for it
- The right to rectification: we must hold accurate data, so we must amend the data we hold if you tell us it is wrong
- The right to erasure: we must delete your data permanently if you ask us to
- The right to restrict processing: you can ask us to limit the way that we use your data
- The right to data portability: you are allowed to take your data from us in a format that allows you to transfer it easily to another service
- The right to object: you may ask us to stop using your data.
- The right not to be subject to automated decision-making including profiling: we do not carry out any automated decision-making using personal data and any profiling uses anonymized data only and is used only for analysis.

¹ <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>