



Privacy Notice

This privacy notice explains how any personal information held by Elizabeth Cleaver Consulting Limited is processed.

What information we collect, use, and why

We monitor interactions with our website:

- Essential cookies are used in analytics to improve the user experience

We collect or use the following information to **provide consultancy services**:

- Personal information used for the administration of a consultancy project
- Notes and actions from meetings and discussion groups

We collect or use the following information for **research purposes**:

- Personal information used for the administration of research
- Recordings, transcripts and notes from interviews and discussion groups
- Survey responses

Lawful bases for the collection and use of data

Our lawful basis for collecting or using personal information is 'legitimate interest' as specified under Article 6(1)(f) of the GDPR.

Where we get personal information from

- Directly from you
- Contracting organisations who have asked us to deliver consultancy or research
- Publicly available sources
- Essential cookie tracking

Where we use and hold your personal data with your consent, you have the right to withdraw your consent at any time. Our website has the option to decline the use of all cookies.

How long we keep information

Information is kept for the purposes research project and other consultancy contracts. All personal information, and any other data held in relation to these projects and contracts, is securely deleted after a maximum period of five years.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the bottom of this privacy notice.

If you remain unhappy with how we have used your data after raising a complaint with us, you can contact the ICO:

Address: Information Commissioner's Office, Wycliffe House. Water Lane, Wilmslow, Cheshire. SK9 5AF. **Helpline number:** 0303 123 1113.

Website: <https://www.ico.org.uk/make-a-complaint>

Contact details for Elizabeth Cleaver Consulting Limited

Email: liz@eclever.co.uk

Web: www.eclever.co.uk

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