

## Data Protection and Personal data

Capability for Change Limited is the Data Controller and Data Processor of any personal data you supply. The personal data you supply will be used to process the survey.

By submitting registration details, contributors agree to allow the company and partners associated with the survey to process their data.

As a contributor, you will receive a copy of the benchmarking results which provides **anonymous** analysis on the consolidated responses including commentary and insights on key issues.

You will also receive a contributor only individual report showing your results against the **anonymous** aggregate results.

We may use the answers to the questions, provided by registered contributor, in the production of **anonymised** survey results and insights which may be publicly available. No personal information provided as part of the registration process will be made public or ever associated with the survey results.

You will receive communications from us in connection with your survey results by e-mail or other electronic methods, and from time to time we will let you know about additional events related to the survey that we think may be of legitimate interest.

We do not pass data to any third party without consent. However, please note that by registering for the survey you consent to us processing your data with two other partner companies to enable us to deliver the results and insights. These partners include Agile Change Management Limited and Truthsayers Ltd who are processing the survey on our behalf.

You have the right to object to your data being used for specific purposes. If you have a specific objection, please email us at [admin@capabilityforchange.co.uk](mailto:admin@capabilityforchange.co.uk) with the subject line 'Data protection'.

## What we collect

We may collect the following information when you fill in forms on our website, landing pages, register for the survey or events, telephone us with an enquiry, attend one of our events, complete a feedback form, submit a complaint, complete a survey or when you report a problem with our site:

- Name and job title
- Email address

## Retaining your personal information

Personal data processed for any purpose or purposes will not be kept for longer than is necessary for that purpose(s) or the purpose of satisfying any legal, accounting or reporting requirements. We will regularly review the personal data we retain, securely deleting where appropriate, anything we no longer need.

You have the right to access information held about you. If you wish to exercise your right of access, please contact us [admin@capabilityforchange.co.uk](mailto:admin@capabilityforchange.co.uk) with the subject line Data Request.

### **Controlling your personal information**

You may choose to withdraw consent at any time, if you change your mind about us holding your data you can email us at [admin@capabilityforchange.co.uk](mailto:admin@capabilityforchange.co.uk) with the subject line Withdraw Consent. You can also look for links to unsubscribe at the footer of any emails we send you.

### **Requesting your information**

You have the right to access information held about you. If you wish to exercise your right of access, please contact us [admin@capabilityforchange.co.uk](mailto:admin@capabilityforchange.co.uk) with the subject line Data Request.

### **Further information**

We have appointed a data manager who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this policy, including any requests to exercise your legal rights, please contact our Data Manager using the contact details below.

FAO Data Manager

#### **Capability for Change Limited:**

[admin@capabilityforchange.co.uk](mailto:admin@capabilityforchange.co.uk)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's contact details are below. We would appreciate the opportunity to deal with any concerns you have before you approach the ICO.

#### **Information Commissioner's Office:**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[casework@ico.org.uk](mailto:casework@ico.org.uk)