

Privacy notice

For SQW Limited Survey for International Recruitment (IR) East Adult Social Care (ASC) Programme

What this document is for

This privacy notice provides details on how we, SQW Limited, use your personal information for the purpose of monitoring and evaluating the International Recruitment East Programme on behalf of Norfolk County Council.

Who we are

SQW is a leading independent provider of research, analysis and advice in economic and social development.

The company is registered in England under company number 01701564 whose registered address is Oxford Centre for Innovation, New Road, Oxford, OX1 1BY, United Kingdom. SQW is a trading name of SQW Limited.

SQW is the 'data controller' for the personal information we hold. This means we are responsible for deciding how we 'process' (collect, hold, use and disclose) your personal information.

What personal data we collect about you and how we collect it

We will only collect any information you provide in your responses to our surveys or through an interview or focus group you attend.

What we use your information for

We may use the information about you that you have provided to:

- Contact you about surveys and other feedback opportunities for the International Recruitment East Programme
- Produce anonymised monitoring and evaluation reports on the effectiveness of the International Recruitment East Programme (anonymised means no one will be identifiable in the reports).

You can withdraw consent for us to process your information by contacting the evaluation project manager, Tom Boothroyd at tboothroyd@sqw.co.uk or 0161 475 2103. Please note that once we have included information in our anonymised reports, we will be unable to delete your information from those reports.

Who we share your information with

We will share anonymised monitoring and evaluation reports with the International Recruitment East Core Team, International Recruitment Partnership Board, Norfolk County Council and the Department of Health & Social Care (DHSC). We will not share any of your information in any other way.

How the law protects you and the legal basis for processing your information

We have legal grounds under the GDPR to process this information because you have provided consent to us to process your information for purposes of monitoring and evaluating the International Recruitment East Programme.

How long will we keep your personal information for

Your information will be securely deleted six month after the conclusion of the evaluation.

Monitoring and evaluation reports using anonymised data will not be deleted.

How we keep your information

SQW ensures that all personal data is stored locally here in the United Kingdom in compliance with industry standards or in a territory recognised by the United Kingdom as adequate or offering the same level of protection to personal data as that provided in the United Kingdom.

SQW has taken suitable measures to safeguard and secure all data it has collected. The information that you provide to SQW is stored on SQW owned servers or those of our service providers. Such personal data may only be accessed in accordance with our Information Security Policy or in accordance with the security standard agreed with our service providers. We also ensure that all of our staff and sub-contractors are contractually obliged to respect the confidentiality of personal data. SQW applies robust access controls to all data to ensure access is restricted. SQW has the Cyber Essentials Plus accreditation.

Your rights under the GDPR

You have the following rights (but they do not apply in all circumstances). You have the right to:

- be informed about the processing of your personal information. This is why you have been given this document.
- have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- object to the processing of your personal data
- restrict processing of your personal information
- have your personal data erased (“the right to be forgotten”). This right is subject to several restrictions which will be discussed further with you if you choose to exercise it
- move, copy or transfer your personal information (“data portability”) in some circumstances.
- request access to your personal information and information about how we process it.
- withdraw any consent you have given for the processing of personal data at any time.

If you want to exercise any of these rights, please contact the evaluation project manager, Tom Boothroyd at tboothroyd@sqw.co.uk or 0161 475 2103.