Community Catalyst Evaluation: Privacy Notice

Our details

- **Name:** CAG Consultants
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- **Company Registration Number:** OC374324
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- **UK Information Commissioner Office Registration number:** ZA162065

Introduction

Established in 1983 CAG Consultants undertakes research on behalf of charities, publicly funded bodies, and other organisations. This privacy notice explains how we will collect, store and process your personal data for the Evaluation of the Calouste Gulbenkian Foundation Prize for Humanity.

Our work is governed by the UK General Data Protection Regulation (UK GDPR) under which the following terms are defined:

Personal Data is classed as any information which on its own or in conjunction with other information available to a Data Controller can identify a Data Subject. In this instance, your contact details and any responses to interview questions or emails would be considered as personal information.

The term **processing** is used to describe activities such as collecting, storing, sharing, analysing and, once the research is complete, erasing data.

We will only collect, store and process, personal data about you for the purpose of this evaluation.

Processing purposes

CAG Consultants processes personal data for the purposes of undertaking independent research and evaluation. This is most often on behalf of another/other organisation(s), when they have a need for their research to be conducted independently, or because we have specific expertise or resource that is required.

This Data Processing Notice has been compiled specifically for the purposes of informing you about how your personal data will be processed for the Evaluation of the Calouste Gulbenkian Foundation Prize for Humanity (2020 – 2024).

CAG Consultants have been commissioned by the Calouste Gulbenkian Foundation (hereafter referred to as CGF) to research the impact of the Prize for Humanity (2020 - 2024).

For the purposes of this evaluation, CGF is the Data Controller (Controller) and CAG Consultants is the Data Processor (Processor).

The type of personal information we collect

We currently collect and process the following information:

- Name
- Email address
- Records of interviews
- Record of email exchanges
- How we get your personal information
- Whether your contact details were provided to us by CGF or by yourself directly.

The other personal information we will process is collected directly from you or your organisation and is secured via:

- Via interview.
- Via email or other modes of information exchange.

How we look after your information

We will protect the confidentiality of your information in accordance with our normal data handling procedures and all legal requirements. We will not use it for any purposes other than those which are set out in our contacts with you and in this Notice. We are committed to keeping personal data secure and take all reasonable technical and organisational measures to protect personal data from loss, misuse or alteration. Only authorised CAG Partners and Associates or partner organisations carrying out authorised business functions are allowed to access data held by us.

Your personal data (name and contact details) will not be shared or disclosed to any other party outside of CAG Consultants, CGF and research partners without your explicit consent. We may share your personal information with other third parties where required by law.

Legal basis for processing

The UK GDPR requires us to rely on one or more lawful bases to process your personal information. These are outlined below:

The Controller has securely shared your contact details with us for the purposes of evaluation and using the legal basis 'Public Task'.

When inviting you to participate in the research, we will seek your explicit Consent for us to use your personal information in a specific way. Informed consent is always collected by way of an affirmative action such as selecting 'next' to continue with a survey, a recorded verbal agreement when taking part in an interview, or an agreement in writing indicating that you would like to proceed with the research.

How we use your personal information

The nature of the processing will include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, and erasure of data in line with the Contracting Authority's destruction procedures. Processing takes place for the purposes of recruitment and research only.

Where do we process and store your information?

We will store and process your information within the UK or the European Economic Area (EEA).

How long do we keep your personal information for?

The personal information you provide, including the contact details supplied to us by CGF, will be kept no longer than 3 months after the expiry of the Contract and associated conditions. We expect this to be by August 2025. CAG will undertake to erase all personal data from any computers, storage devices and storage media held by the Contractor (CAG Consultants) and their sub-contractors.

What are your rights?

Co-operation in this research is voluntary. You are entitled at any stage to withdraw your consent (using the CAG contact details at the head of this document) and to ask that information that you have supplied be destroyed or deleted and we will carry out such a request. This can be requested during the interview itself or afterwards. You have the right to access any personal data that we process relating to you.

A full list of your other rights under the General Data Protection Regulation (GDPR) is accessible at https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

Key contacts

CAG's responsible officer can be contacted should you wish raise a query, withdraw your consent or make a complaint about the research process. Please address emails to hq@cagconsult.co.uk using the email header "CGF Interviews – Data protection issue".

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://ico.org.uk/make-a-complaint/