The Schwartz Evaluation team are part of the University of Surrey. The University is registered as a data controller with the Information Commissioner’s Office and are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. We have a named Data Protection Officer, James Newby, who can be contacted via dataprotection@surrey.ac.uk.

What information have we collected from you?

By registering for the Schwartz Organisational Guide and with your permission you have given us:

- Your email address.

We have asked you for this data for the sole purpose of contacting you – with your permission – in 6-12 months to find out if you have used the Guide and any other feedback you may wish to give us.

Why do we collect this information?

We have collected your personal data in order to contact you in 6-12 months to find out if/how you have used the Guide, and to receive any other feedback you wish to give us on our research and the Organisational Guide. This is because it is very important for us to know the impact (if any) that our research has had on the Schwartz Community and other relevant stakeholders.

We take our obligations for data handling very seriously and it is therefore important for you to know that the lawful basis for us processing your information is that consent has been provided by the data subject and they have given his or her consent for the processing of their personal data for one or more specific purposes.

What do we do with your information?

We collect the data about you from the form that you completed prior to downloading the Organisational Guide. The data is then kept in a database and used to contact individuals to achieve the purpose stated above.

How long do we keep your information?

We keep your personal data in accordance with the University’s retention schedules. This means that your data is kept for 5 years and then destroyed.

Who do we share your information with?

We will not share your information with anyone outside of the Schwartz Evaluation project team.
What rights do you have in relation to the way we process your data?

You can find detailed information about your rights as a data subject on the University’s data protection page.

You have the right to ask us to confirm that your personal data is being processed and to access (i.e. have a copy) of that data as well as to be provided with supplemental information about the processing.

Where the data we hold on you is inaccurate, you may request that we rectify these inaccuracies.

You have the right to have your data erased by us, although in certain circumstances we may not be able to do this. The circumstances where this applies can be found in the data subject rights information on the University’s webpage.

You have the right to restrict the ways in which we process your data. This means that, if requested, we will only store your data