

Privacy Notice for Interim Evaluation of Heston in the Loop



Important details about Winning Moves

Established in 1995, Winning Moves Ltd undertakes research and evaluation for government, publicly funded and other organisations. We primarily operate as a Data Processor – however, on occasion, we may operate as Data Controller (either singularly or joint) depending on the nature of our work.

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- > Information Commissioner Office Registration no | Z6399957

Our commitment to your privacy

Winning Moves Ltd takes your privacy very seriously and we are committed to protecting your personal information and the information you provide whilst conducting research with us. Please read this Privacy Notice carefully and contact us with any questions.

We are committed to meeting relevant laws, codes, registrations and standards



The UK General Data Protection Regulation (GDPR)



Data Protection Act 2018



Market Research Society (MRS) Code of Conduct



ISO20252:2019 – the International Quality Standard for Market, Opinion and Social Research



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Cyber Essentials

As a Market Research Society Company Partner, you can trust that your personal information will be treated with respect, and it will only be used for the purposes that we inform you about. It is not our aim to sell or promote anything. We conduct market research using scientific methods and we commit, in

obtaining your co-operation, not to mislead you about the nature of the research or how the findings will be used. You can verify that we are a bona fide market research consultancy by contacting the Market Research Society (MRS) on freephone 0500 396 999.

Purpose

Background

The Heston in the Loop project is aiming to create a circular economy demonstrator neighbourhood in Heston Village, LB Hounslow. The project is working with a number of interventions to provide various activities in Heston Village. As part of the evaluation, Winning Moves is being provided with anonymised monitoring data, anonymised survey responses, and is undertaking online surveys and qualitative interviews with those delivering the interventions, and stakeholders. Winning Moves is conducting both an interim and final evaluation of Heston in the Loop. The purpose of the project is to understand if the HITL project is successful in making Heston more circular.

Data controller and data processors

For the purposes of this project:

1. LB Hounslow and ReLondon are the data controllers
2. Winning Moves is the data processor
3. Pook is also a data processor

Type of data that will be processed

For this project, we will process the following types of personal data:

1. Simple data including your name, email address, organisation name
2. Behavioural data including your experience with / thoughts / opinions / feedback on Heston in the Loop activities, performance and activities. Opinions may include financial opinions on increased or decreased income or turnover for example.

How we get the personal data we process

Some of your personal information is provided from LB Hounslow and ReLondon and then consent is gained through you responding to the survey/ interview request.

The legal basis for processing your personal data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are

1. Public task: your contact details were shared with us by LB Hounslow and ReLondon as they require us to process your personal data to perform a public task. In this instance, it is to understand the impacts of circular economy activities in Heston and the impact that has on the environment.
2. Consent: prior to commencing the survey or interview with you, we explicitly seek your consent to collect and process your personal data. 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. You can withdraw your consent at any time by emailing dataprotection@winningmoves.com

How we will use your personal data

Any quotes will be anonymous. We may recontact for a similar survey or interview at the final evaluation in April/May 2024, you do not have to respond to this future research and responses will not be linked to future research. Data will be used for market and social research purposes: this includes carrying out analysis and producing reports on behalf of the client who has commissioned the survey. Results will be reported back to our client in an anonymised and aggregated format.

Will we share your personal data?

Your personal data will not be shared with any third party.

How we will keep your personal data

Your information will be securely stored. 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 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.

The length of time we hold your personal information varies depending upon the type of information and its use. We will hold your personal information on our systems only for as long as necessary to provide research services to our clients, and will anonymise data where possible, securely deleting personal data associated with it at the earliest possible point. For this project, we intend to keep your anonymised sensitive data until one month after the final evaluation concludes (estimated September 2024). We will then dispose your information by secure digital deletion.

Where your personal data will be processed

Your data will not be transferred or stored outside the UK or European Economic Area.

Your Rights

Co-operation in research is voluntary at all times regardless of what the research is about or who our client is. You are entitled at any stage to ask that your personal data, or part or all of the record of your survey responses, 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. We may ask for verification of your identity before releasing any information to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us:

Phone	Email	Address
0121 285 3800	dataprotection@winningmoves.com	Winning Moves 102 Colmore Row Birmingham B3 3AG

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

Phone	Website	Address
0303 123 1113	https://www.ico.org.uk	Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

