



## Seebohm Hill Ltd Privacy Policy

### Who are we?

Our aim at Seebohm Hill Ltd is to connect social entrepreneurs and social investors to deliver innovative ways of meeting social need.

Our registered office is 3 Tower Way, Liverpool, L25 6EB. Our company registration number is **08790347**. Our ICO registration number is **ZB037441**.

Seebohm Hill Ltd is the data controller and our Data Protection Officer can be contacted by e-mail: [helen.heap@seebohmhill.co.uk](mailto:helen.heap@seebohmhill.co.uk)

### About this privacy policy

This privacy policy sets out how Seebohm Hill Ltd uses and protects any information that you give Seebohm Hill Ltd.

Seebohm Hill Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when communicating with us, then you can be assured that it will only be used in accordance with this privacy statement.

Seebohm Hill Ltd may change this policy from time to time by updating this privacy statement. You should check this page from time to time to ensure that you are happy with any changes.

### Why do we collect personal data?

We collect and use personal data for:

- Replying to your enquiries
- Contractual and legal obligations
- To carry out research
- To achieve our mission of sharing ideas and connecting businesses and communities for the mutual benefit of all.

We also collect data about suppliers, partners and persons seeking to work with us at Seebohm Hill Ltd.

### How do we collect personal data?

We collect data when you:

- Initiate contact through email, telephone call or other means of direct communication
- Contact us through the "Contact Us" page on our website
- Take part in a research project



## What we collect

We may collect the following information:

- Name
- Contact information including email address, phone number, postal address, organisation name and job title.

Seebohm Hill Ltd does not collect or process any special categories of personal data, such as public unique identifiers or sensitive personal data.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To send you updates about our work. These may include information about published research, new projects, events or activities of associated partners.
- To contact you about a research project that you have taken part in.
- To follow up on incoming requests (emails or phone calls).
- To fulfil contractual and legal obligations.
- To notify you about any disruptions to our services (system messages).
- To process a job application.

We may share this information with other organisations and partners with whom we are working, under contract or service level agreements, on specific programmes that aim to further the aims of the Social Economy across the Liverpool City Region, the UK and internationally. Wherever possible we will clearly set out the parameters to the sharing of this information and set reasonable time limits for its use and subsequent secure disposal. Where a partner organisation is involved, there will be a formal agreement between Kindred and the partner to guide how we capture and share information, ensuring that only essential information is involved. This agreement is reviewed regularly.

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

- (a) Your consent. (You can remove your consent at any time. You can do this by contacting us at [helen.heap@seebohmhill.co.uk](mailto:helen.heap@seebohmhill.co.uk))
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.



(f) We have a legitimate interest

## How we store your personal information

Your information is securely stored. Data is stored in a restricted secure cloud-based location, accessible only by Seebohm Hill staff.

## We keep personal information for various time periods

We will not store your personal data for any longer than necessary to fulfil the purpose for which the personal data was collected; while also considering our need to answer your queries or resolve possible problems, to comply with legal obligations, to attend to any legal claims/complaints, and for safeguarding purposes.

This means that we may retain your personal data for a reasonable period of time after your last interaction with us. When the personal data that we have collected is no longer required, we will delete it in a secure manner. We may process data for statistical purposes, but in such cases, data will be anonymised.

## Your rights to your personal data

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [helen.heap@seebohmhill.co.uk](mailto:helen.heap@seebohmhill.co.uk) if you wish to make a request under these rights.

## Links to other websites



Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Changes to this privacy policy**

Seebohm Hill Ltd reserves the right to remove or amend this this privacy policy. If we decide to replace or change it, we will post a new policy or the changes to this privacy policy on this page. We encourage you to visit this page frequently to stay informed.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at Seebohm Hill Ltd

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://www.ico.org.uk>