

# Privacy Policy

## The Research Base

The Research Base LLP is an international social research consultancy, based in the UK. This privacy policy explains how we use any personal information we collect about you.

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### What information do we collect about you?

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We collect information about individuals when they consent to participating in surveys, focus groups and interviews that we run as part of our research projects; we may also collect publicly available contact information as part of occasional project-related stakeholder mapping exercises. We do not collect personal information through the website.

Any information gathered as part of primary research is retained for a period of 12 months after the end of the research project for which it was gathered, after which it is anonymised or deleted.

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### How will we use the information about you?

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We use information collected through primary research to help us to answer research questions. Anonymised data may be shared with our clients; if we ever want to share identifying data, we will explicitly ask for and gain your consent before doing so. We will never share your data beyond the project team and the client who has commissioned the research.

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### Marketing

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We will not send you any marketing communications.

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### Access to your information and correction

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You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email us at [info@theresearchbase.com](mailto:info@theresearchbase.com) or write to us at The Research Base, 21 Regency Square, Brighton, BN1 2FH, United Kingdom.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information that you believe to be inaccurate.

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### Other websites

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Our website contains links to other websites. This privacy policy applies only to The Research Base; when you link to other websites you should read their own privacy policies.

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### Changes to our privacy policy

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We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 16 May 2018.

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### How to contact us

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Please contact us if you have any questions about our privacy policy or the information we hold about you:

- By email: [info@theresearchbase.com](mailto:info@theresearchbase.com)
- By post: The Research Base, 21 Regency Square, Brighton BN1 2FH