

Privacy policy

Who we are

At Asylum Research Consultancy we are committed to protecting and respecting the privacy of our mailing list subscribers, visitors to our web site, and anyone else whose personal information we come in touch with through the work we undertake.

This policy sets out when and why we collect your personal information, how we store it and for how long, and how we handle your personal data.

The Privacy policy will be reviewed annually but might be updated when and if the need arises. This version was updated in May 2018.

If you have any questions about this policy, please email info@asylumresearchconsultancy.com

Information we may collect from you

The table below sets out when and why we may collect data from you and for how long we will hold it.

When	Why	How long for?
Information that you provide by subscribing to our mailing list on our site www.asylumresearchconsultancy.com . The information you provide to us may include your name, organisation, and e-mail address.	We use this information to: <ul style="list-style-type: none"> - Circulate ARC's 'COI Update' - Inform you about ARC's publications, news, recruitment - Email you for administrative reasons e.g. if we revise this policy - Email you to check you are happy with the services we provide to you; or - To check we hold the correct records for you 	Indefinitely unless you email us to opt-out
Information that you provide when becoming a member of the ' COI Forum ' via the website: https://community.ecoi.net/viewtopic.php?f=7&t=10 . The information you provide to ecoi.net will be covered by their own Privacy policy . The information you provide to us may include your name, job	We use this information to: <ul style="list-style-type: none"> - Ensure that only eligible people join the 'COI Forum' - Set you up on the 'COI Forum' database - Email you for administrative reasons e.g. if we revise this policy - Email you to check you are happy 	Indefinitely unless you email us to opt-out

title, organisation, your interest in country of origin information, and your ecoi.net username.	with the services we provide to you; - To check we hold the correct records for you	
Information we receive through your legal representative via email when they instruct us for a case-specific country report . This will include your date of birth, gender, country of origin and details about your asylum case. We will not ask for other personal details and will refer to your case by reference number provided by your legal representative. If your legal representative shares with us supporting documents this will include your name.	We use this information to: - Research a tailored country report in relation to your asylum claim	Case-specific country reports will be kept indefinitely (anonymised). Instructions we receive from your legal representative will be kept for 5 years (anonymised).. Any supporting documentation sent by your legal representative (e.g. Reason for Refusal Letters; court determinations etc.) will be kept for 6 months.
Information we collect through our various research projects . These could take the forms of, but are not limited to, interviews, questionnaires, evaluation forms, surveys, case file reviews etc which may include your name, organisation and contact details	We use this information to: - Fulfil our obligations with regards to a specific commission, research project etc.	Any such data will be kept for 6 years.
Information we collect as part of our administrative work e.g. emails, to compile invoices, apply for tender or funding applications etc.	We use this information to: - Go about our daily work - Pay invoices - Apply for public/private tenders and funding opportunities	Indefinitely unless you specify that such information may only be kept for a certain amount of time. All emails in our 'Trash' folder will be deleted on a regular basis.
Information that you provide as part of ARC's recruitment process which is likely to include your name, organisation and contact details	We use this information to: - Assess whether you are suitable for the position - To contact you as part of the recruitment process	Any such data will be kept for 2 years unless you have been successful in your application in which case we retain the right to keep the data indefinitely.
We use the following third party service: - Google Analytics (see its Privacy Policy) - Dropbox (see its Privacy Policy) - Survey Monkey (see its Privacy Policy)	We use these services to: - To track which parts of our website are visited and which resources are downloaded (Google Analytics) - To store all of our work documents (Dropbox) - To create online surveys and analyse the inputs provided for research purposes (Survey Monkey).	Indefinitely. Rest assured that none of this information is used to identify our website users or will be shared with unauthorised individuals.

Information on how we store your personal data

We will always hold your information securely on either (or all) a secure cloud server, through password protected computers, and/or a password protected external hard drive. All electronic data we hold will only ever be accessible by authorised individuals.

Disclosure of your information

We will never share your email with other organisations and businesses. We may disclose your personal information to third parties in order to comply with any legal obligation, or to protect the rights, property, or safety of ARC or others.

Following links to and from our site

Our site may contain links to websites of our partners. If you follow a link to any of these websites, please note that they will have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Accessing your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to info@asylumresearchconsultancy.com

Changes to our privacy policy

Any changes we may make to this Privacy Policy in the future will be communicated to you and posted on our website.

Complaints and Contact

Questions, comments, requests and complaints regarding our Privacy Policy should be addressed to info@asylumresearchconsultancy.com

London, 23 May 2018