

## Privacy Policy

Last updated: **18 September 2019**

This policy advises how Traverse may use information that you supply to us.

All information provided to us will be used only for lawful purposes and will be stored in accordance with the relevant data legislation.

### We advise the following:

- **Clients** – we hold information about Clients and prospective Clients to enable us to contact you. The personal information we hold is your name, job title, email address and telephone number – we may hold an address.
- **Employees** – we hold information about our employees to enable us to employ, pay and manage your work. We also hold a next of kin contact in case of emergencies. During your employment, we will hold details of your recruitment, training and development and your performance. Next of kin information and bank details are destroyed when your employment ceases with us. Other records are held longer, including the dates of your employment so that we can provide references.
- **Suppliers** – we hold information about suppliers in order for us to contact you. The personal information we hold is your name, job title, work email address and telephone number. This information is only disclosed to Traverse employees and our accredited Associates and temporary staff who have signed appropriate non-disclosure agreements
- **Other Individuals** – Traverse is a qualitative research organisation, as such we hold information on people participating in our research projects. This may include all or any of the following: name, job title, personal email address and telephone number, address, ethnographic information. We recognise this may include sensitive information:
  - We only hold this information for as long as it is required to complete the task at hand
  - Wherever possible this information is anonymised or pseudonymised
  - We only transfer information encrypted, with password sent by a different route
  - Sensitive information is kept in secure folders, only accessible by named staff who require it to work on the project

If you wish to contact us, please email [info@traverse.ltd](mailto:info@traverse.ltd) or write to us at the following address:

Data Protection Officer  
Traverse

2 Angel Square, London, EC1V 1NY