



RICHARD KING CONSULTANCY – DATA PRIVACY POLICY

Richard King Consultancy was set up in 2018 by Richard King to help organisations develop and deliver successful projects and programmes. He brings together a wide range of experience and knowledge across regeneration, arts and heritage to deliver award winning projects. This includes:

- Funding Bids
- Project Development
- Project Management
- Monitoring and Evaluation
- Arts focused projects
- Heritage focused projects

Richard leads on projects himself, bringing in other colleagues as necessary. He also works as an associate with other individuals or organisations to support them delivering projects.

Richard King Consultancy takes the protection and use of personal information seriously so would like to reassure you of the steps taken to ensure this information is kept safe, that it is only kept for as long as necessary and it is only used for the purposes for which it is collected.

This policy sets out how the Richard King Consultancy collects, uses and protects information collected in the course of developing and delivering projects. This policy is available via www.richardkingconsultancy.co.uk and will be updated from time to time. Richard King Consultancy's handling of any personal information will comply with the requirements of the General Data Protection Regulation (GDPR). You can find full details of the GDPR at www.ico.gov.uk. The GDPR sets out a number of principles which the policy seeks to comply with:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

If you have any concerns or questions about the handling of personal information then please contact us Richard via rkconsultancy@icloud.com



1. RICHARD KING CONSULTANCY

Richard King, trading as Richard King Consultancy is a sole trader working on a range of freelance projects including strategy development, research, funding bid development, organisational reviews, monitoring & evaluation and project development.

2. THE INFORMATION COLLECTED

Richard King Consultancy only aims to collect the minimum amount of information needed and will delete it when it is no longer needed. This data will be collected in a number of ways, mainly when you provide it directly, but also through email, your use of the website www.richardkingconsultancy.co.uk or through the sharing of information. The following are the types of information collected and used.

TYPES OF INFORMATION	PURPOSE	LEGAL BASIS
Email address	Enquiries to Richard King Consultancy via the email address and the contact form on the website.	Legitimate interests - it is necessary for to read and store message in order to respond in the way that you would expect
Document sharing	The provision of electronic documents in the course to developing and delivering projects. This includes documents to assist with research and development as well as documents produced in the course of any project.	Legitimate interests - it is necessary to share and store documents to assist with the delivery of projects for which Richard King Consultancy is commissioned.
Online questionnaires	The completion of online questionnaires, created by Richard King Consultancy to support the development of projects and activities.	Legitimate interests - it is necessary to share and store information to assist with the delivery of projects for which Richard King Consultancy is commissioned.



Notes and recordings of meetings and discussions.	The recording of meetings and discussions (both online and face to face) through electronic note taking and audio / video recordings.	Legitimate interests - it is necessary to record and review meetings and discussions to support the development and delivery of projects for which Richard King Consultancy is commissioned.
Website activity collected through cookies	Website functionality	Legitimate interests - it is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect.

3. HOW YOUR PERSONAL INFORMATION IS USED

Richard King Consultancy will only use your personal information in ways appropriate to the purposes for which it was collected as set out in section 2. These are primarily in order for to deliver projects for which Richard King Consultancy has been commissioned. For example this may be to:

- Reply to enquiries
- Recording of conversations and meetings to develop projects
- Research the projects and activities for which commissioned, in order to develop a solid base of data and background
- The production of documents and materials for which commissioned

This information will only be accessed and used by Richard King himself or any associate appointed by him, in line with this policy and other legal requirements. Richard King is the designated lead for Data Protection. Richard King Consultancy will only share your information with third parties where:

- You provide explicit consent to share it with a named third party
- We are legally required to do so
- We are using a third party to process information and we have a processing agreement in place with them

4. SECURITY AND STORAGE OF INFORMATION

Richard King Consultancy treats the security of your personal information seriously and uses a range of accepted technology standards to secure and protect personal information



from loss or misuse. It should be noted that when you are transmitting information using email or the internet it can never be guaranteed to be 100% secure. If a data breach becomes apparent, which may expose you to risk, you will be informed as soon as possible. Richard King Consultancy will not transfer your personal information outside the EU, without your consent. All information is accessible only to Richard King and agreed associates through such platforms as Google Drive, cloud storage and the Wordpress web hosting platform. All data is stored on password protected computers and secure cloud storage - where available two stage authorisation is in place to increase security and protection of information.

5. RIGHTS OVER YOUR DATA

You have the following rights in relation to the personal data we hold about you:

- You can ask for corrections or the deletion of any of the information held, upon request
- You can access the information held about you on request
- You can lodge a complaint with the Information Commissioner if you feel your rights have been affected. Full details of your rights can be found at <http://ico.org.uk>

6. WEBSITE COOKIES AND USAGE TRACKING

Cookies are used by websites to record aspects of your usage of that site, Richard King Consultancy does not collect any personal information from the website www.richardkingconsultancy.co.uk as you do not log in or enter personal information. Anonymous information is collected though through Google Analytics regarding how people use the website. Google's privacy policy can be found at <http://www.google.com/privacypolicy.html>. Where links are included to other websites and you use them then Richard King Consultancy has no control over those websites and cannot therefore be held responsible for the protection and privacy of any information you provide.

7. AMENDMENTS TO THIS POLICY

Richard King Consultancy may modify this policy from time to time and will provide the most recent copy via the website www.richardkingconsultancy.co.uk . You will be notified of any significant changes.

Version 1: 22nd August 2021