



StartUp People Clinic - Privacy Policy - Taster Clinic and Diagnostic

Introduction

StartUp People Clinic is a partnership between PeopleUp and Atypic.

Privacy, and ethical conduct, is critical to us and our ability to do business. We cannot help organisations without being trustworthy.

This document outlines the data we collect and how we use it, for the purposes of the support provided through the StartUp People Clinic taster session. Any further paid consulting or support would be covered by a separate document.

Please read this policy carefully and let us know if anything is not clear.

Who we are

The sole director of PeopleUp Consulting Limited is Richard Alexander Littledale, and he is also the Data Controller. Craig Winterton is the sole director of Atypic, and he also has access to the data.

What information do we collect?

In order to help you through our taster sessions, we may collect the following data.

- Email
- Self report data on your people priorities

How do we use personal data?

We collect this data for two types of reason:

- To help us have a productive conversation when we meet, and to be able to identify who you are
- In time, to be able to aggregate the data anonymously for benchmarking purposes

Our basis for collecting data?

We only collect data with your consent. Please indicate your consent using the online form.

To withdraw your consent please contact the Data Processor by email: rich@peopleuphq.com

How do we secure personal data?

All electronic data is saved, encrypted in Google cloud (G-suite).

Handwritten notes are kept in a locked cabinet.

How long do we keep personal data?

As a default we keep personal data for two years. At this point - if we are still working together - we may ask your consent to keep the data longer. Otherwise we will continue to store the data, but in an anonymised form.

Handwritten notes are kept for six months and then securely destroyed.

Disclosure

We will not share your data with any third parties, without express consent.

Your rights in relation to personal data

Under the GDPR you have the right to:

- Access your personal information*
- Correct and delete your data
- Withdraw your consent
- Data portability
- Restrict processing of your data

Any requests in relation to these rights should be made to rich@peopleuphq.com and will be addressed within 20 working days.

* Where your personal data cannot be shared without compromising others' personal data, we will only share it with consent from all parties.

You also have the right to lodge a complaint with the Information Commissioner's Office. We will do our very best to make sure you don't need to.

<https://ico.org.uk/make-a-complaint/>