

Skein Pathway Ltd. Privacy Policy

Our contact details

Name: Skein Pathway Ltd.

Address: 264 Banbury Road, Oxford, OX2 7DY, United Kingdom

Phone Number: +44 (0) 1865 502623

E-mail: info@skeinpathway.com

Policy Completion Date: 17th November 2021

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics: name and contact details (telephone number, email address, social media information, other messaging tools) for communication purposes and delivery of services only
- Inputted data from Skein Pathway Ltd. surveys, tools or dashboards, which if used are anonymous. No personal details are shared without prior permission
- Data collected from Skein Pathway Ltd. services, which if used are anonymous, unless prior permission is given

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Interest or use of one of our services or tools
- Research, with intent clearly stated and prior permission obtained

We do not share any information obtained.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us and requesting our GDPR and Privacy representative. Contact details are provided on page 1.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We need it to perform a public task.

(f) We have a legitimate interest.

How we store your personal information

Your information is securely stored in a Microsoft secure share point.

We keep all personal information that is not anonymous until you unsubscribe or is no longer required for research. We will then dispose your information by wiping from the share point. No hard copy of personal information is kept. If for any reason, a hard copy is required, at the point it is no longer needed, it will be destroyed by shredding

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@skeinpathway.com, +44 (0) 1865 502623, 264 Banbury Road, Oxford, OX2 7DY, United Kingdom if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@skeinpathway.com, +44 (0) 1865 502623, 264 Banbury Road, Oxford, OX2 7DY, United Kingdom.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>