

# Stratcom UK

## Privacy Notice

### About us

We are Strategic Communications Inc (UK) LIMITED (Stratcom UK), a limited company registered in England [11193434] at Sovereign House 15 Towcester Road, Old Stratford, Milton Keynes, Buckinghamshire, United Kingdom, MK19 6AN, UK. We are registered with the Information Commissioner's Office (registration number ZB498042).

### Stratcom UK's Data Protection Officer can be contacted at:

34B York Way, Kings Cross, London N1 9AB, UK

via email:

[privacy@stratcomuk.com](mailto:privacy@stratcomuk.com)

### How and why we process personal information

#### Information we process on for our own business purposes

#### People employed by Stratcom UK

<b>The information we process</b>	Basic personal details such as contact details, date of birth and bank account details	Health and medical information
<b>Why we process the information</b>	So that we can effectively manage our relationship with our employees	So that we can accommodate individual needs in the workplace and act appropriately in cases of emergency
<b>The lawful basis for processing</b>	Our legitimate interest, and the interests of the people who work for us, mean that we need to process this information	Processing this special category information is necessary for the purposes of carrying out our employment obligations and exercising our rights, and those of our employees
<b>Who, externally, we share the information with, and why</b>	External advisers who help us to undertake the activities required to manage our relationship with our employees	External advisers who help us to undertake the activities required to manage our relationship with our employees
<b>How long we keep the personal information</b>	2 years past the duration of their employment	1 year past the duration of their employment

## People who work for Stratcom UK, who are employed by employment agencies

<b>The information we process</b>	Contract details, contact information, record of employment
<b>Why we process the information</b>	So that we can effectively manage our relationship with our employees
<b>The lawful basis for processing</b>	Our legitimate interest, and the interests of the people who work for us, mean that we need to process this information.
<b>Who, externally, we share the information with, and why</b>	External advisers who help us to undertake the activities required to manage our relationship with our employees.
<b>How long we keep the personal information</b>	2 years past the duration of their work for Stratcom

## Candidates who apply to work for Stratcom UK

<b>The information we process</b>	Basic contact information (name, address, phone number, email) and resume/CV
<b>Why we process the information</b>	To effectively hire suitable employees
<b>The lawful basis for processing</b>	Our legitimate interest, and the interest of the people applying to work for us, mean that we need to process this information
<b>Who, externally, we share the information with, and why</b>	We do not share this information with anyone.
<b>How long we keep the personal information</b>	2 years past the time the candidate applies to work for Stratcom

## Individuals and Organisations who enquire about our services

<b>The information we process</b>	Basic contact information (name, address, phone number, email)
<b>Why we process the information</b>	To market our services and respond to inquiries
<b>The lawful basis for processing</b>	Our legitimate Interest, and the interest of potential clients, means that we need to process this information.

<b>Who, externally, we share the information with, and why</b>	We may share this information with external marketing service providers, to produce marketing campaigns or materials
<b>How long we keep the personal information</b>	2 years past the date of the inquiry

## Our clients

<b>The information we process</b>	Basic contact details (name, phone, email, address)
<b>Why we process the information</b>	To manage our existing client accounts and projects.
<b>The lawful basis for processing</b>	We process this information to fulfil our contractual obligations to our clients
<b>Who, externally, we share the information with, and why</b>	We may share this information with third party suppliers to fulfil our contractual obligations to our clients
<b>How long we keep the personal information</b>	We keep this material for 2 years after a client relationship has ended.

## Our suppliers

<b>The information we process</b>	Basic contact details (name, phone, email, address)
<b>Why we process the information</b>	To manage our existing supplier relationships and active accounts
<b>The lawful basis for processing</b>	Our legitimate interests, and the interests of our clients and suppliers means that we need to process this information
<b>Who, externally, we share the information with, and why</b>	We may share this information with clients or other suppliers as necessary to fulfil contract obligations to our clients.
<b>How long we keep the personal information</b>	We keep this material for 2 years after a supplier relationship has ended.

## Partners, media and other contacts in the sectors in which we work

<b>The information we process</b>	Basic contact details (name, phone, email, address)
<b>Why we process the information</b>	To manage our existing partnerships and to communicate with the media about upcoming campaigns or advocacy work
<b>The lawful basis for processing</b>	Our legitimate interests and the interests of our partners means that we need to process this information
<b>Who, externally, we share the information with, and why</b>	We may share this information with clients, suppliers to fulfill contractual obligations. Additionally we may share this information with marketing or communication companies to produce press releases or marketing materials
<b>How long we keep the personal information</b>	We keep this material for 2 years after the partnership or working business relationship ends.

## Visitors to the Stratcom UK website ([www.stratcomuk.com](http://www.stratcomuk.com)): our cookies policy

You can view our cookie policy [here](#)

## Data we process on behalf of our clients:

### Individuals who are members of the public or donors or members of our clients' organisations

<b>The information we process</b>	Basic Contact Information (name, address, phone number, email)	Financial information – credit card number or other payment details
<b>Why we process the information</b>	To perform our services and communicate with the public or our client's membership or donors.	To perform our services and communicate with the public or our client's membership or donors
<b>Who, externally, we share the information with, and why</b>	New or changed personal information gathered when performing our services is returned to client after processing.	3 <sup>rd</sup> party payment processors
<b>How long we keep the personal information</b>	We keep this information for up to 6 months after the service has ended.	We delete this information when the service we are providing is completed. We do not retain financial information longer than required for processing.

**Individuals who are members of the public or donors or members of our clients' organisations who participate in surveys or polls**

<b>The information we process</b>	Basic Contact Information (name, address, phone number, email)	Survey/ poll responses which may include political opinions
<b>Why we process the information</b>	To communicate with survey audience and ask for their participation in the survey.	To deliver survey results, either for publication or private use by client.
<b>Who, externally, we share the information with, and why</b>	We may on occasion share this information with partners or suppliers to deliver a contractual service. New or changed personal information gathered when performing our services is returned to client after processing.	3 <sup>rd</sup> party survey platform or survey panel providers, to deliver a contractual service.
<b>How long we keep the personal information</b>	We keep this information for up to 6 months after the service has ended.	We delete this information when the service we are providing is completed. We do not retain survey responses linked to individuals longer than required for processing.

**Where your personal information is processed, and how we ensure security**

Your personal information will be processed in the European Economic Area ('EEA'). It also may be processed in Canada and the United States of America. Where we process personal data outside the EEA we ensure that safeguards are in place to ensure that your personal information is secure and your rights respected.

In all cases we use appropriate technical and organisational measures to ensure that your data is processed in a way that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

**Your rights**

Under data protection law you have a number of rights:

- To be informed about the way we process your personal data.
- To access the data we hold about you
- To have your data rectified if it is inaccurate
- To have your data erased from our systems in some circumstances
- To restrict processing in some circumstances
- To data portability: to receive a secure electronic copy of your personal data
- To object to processing based on legitimate interests and to object to direct marketing
- To object to processing based on consent
- Rights in relation to automated decision-making including profiling

**If you wish to exercise any of your rights, you can contact Stratcom's Data Protection Officer can be contacted at:**

34B York Way, Kings Cross, London N1 9AB, UK

**via email:**

[privacy@stratcomuk.com](mailto:privacy@stratcomuk.com)

You also have the right to lodge a complaint about any use of your information with the Information Commissioners Office, the UK data protection regulator, [www.ico.org.uk](http://www.ico.org.uk).