



<b>Title</b>	<b>Data Protection Privacy Notice for Consultants</b>		
<b>Effective Date</b>	25 May 2018	<b>Issue Number</b>	1
<b>Last Revision Date</b>	-	<b>Department</b>	Operations
<b>Policy owner</b>	Legal Officer	<b>Authorised by</b>	Operations

Fauna & Flora International (FFI) recognises that a crucial element of our relationships with our consultants, partners and sub-grantees is being open, honest and lawful in the way that we process personal data. We will only store your information if we have a lawful basis for doing so, and we will not store any data or personal information that might be available from third-party sources.

FFI will never use anyone's personal details in any way that they would not reasonably expect. FFI is registered with the Information Commissioner's Office (ICO) as a processor of personal information (Registration No. Z5599356).

So that we can perform our contract with you, we will store your name, addresses, other contact details, and our fee arrangements and your bank account details (where relevant).

Information about you, such as name, areas of expertise, payments and CV information, may be passed to the organisations which fund the projects where we are working with you (or passed to the auditors working for those organisations), in order to satisfy their funding and audit requirements.

If we are involved in coordinating any business travel for you, we will need to pass identifying information (such as passport information) to embassies and travel agents. Depending on the destination country's visa requirements, and where we have the information, we may need to share data about health or any criminal convictions.

Where you provide us with photographs of you, or we create any photographs of the work we do together, we may use these images for publication about our work.

We will also retain your contact details, CV or other details of areas of expertise for so long as our business relationship continues, so that we can keep in touch with you about our work and potential areas of future collaboration.

## **Subject Access Request**

You can request a copy of the data we hold in relation to you. We commit to providing this within one month of receipt of your request. We will only withhold data in limited circumstances where we have legitimate

reasons for doing so (for example, where releasing this information will affect another person's privacy rights). Please contact the Data Protection Lead (details below) to request this information.

## Keeping data up to date

We will do our best to ensure that all data we hold is kept as up to date as possible. If your information changes or you think the information we have is incorrect, please let us know so that we can make the necessary amendments to our records.

## Retention

We will only keep your data for as long as is necessary. We will delete your information as soon as there is no longer any legitimate reason to retain it.

## How we update this privacy statement

We may amend this Privacy Statement from time to time in order to reflect changes in the law, best practice or our internal procedures. You can see the last date at which any amendment or addition was made to this Privacy Statement by going to the bottom of this page. Please therefore review this Privacy Statement regularly to ensure you are aware of any changes to it.

## Complaints

We are committed to protecting your personal information. If, however, you have a concern about how we have handled your data or about the contents of this Privacy Statement, or if you feel we may have mishandled your personal information, please contact us. We will respond efficiently to any complaints we receive. Our contact details are as follows:

Laura Newman (Data Protection Lead)

+44(0)1223 747962

[laura.newman@fauna-flora.org](mailto:laura.newman@fauna-flora.org)

If you are not satisfied with our response you can contact the Information Commissioner's Office with your concerns: <https://ico.org.uk/concerns/>

Last updated: 15 June 2018