

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 ZA453784).

Stratcom UK's Data Protection Officer is Lianne Sims, who can be contacted at:

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

via email:

lianne.sims@stratcomuk.com

How and why we process personal information

Information we process on for our own business purposes

People employed by Stratcom UK

The information we process	Basic personal details such as contact details, date of birth and bank account details	Health and medical information
Why we process the information	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
The lawful basis for processing	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
Who, externally, we share the information with, and why	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
How long we keep the personal information	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

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

Candidates who apply to work for Stratcom UK

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

Individuals and Organisations who enquire about our services

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

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

Our clients

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

Our suppliers

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

The information we process	Basic contact details (name, phone, email, address)
Why we process the information	To manage our existing partnerships and to communicate with the media about upcoming campaigns or advocacy work
The lawful basis for processing	Our legitimate interests and the interests of our partners means that we need to process this information
Who, externally, we share the information with, and why	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
How long we keep the personal information	We keep this material for 2 years after the partnership or working business relationship ends.

Visitors to the Stratcom UK website (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

The information we process	Basic Contact Information (name, address, phone number, email)	Financial information – credit card number or other payment details
Why we process the information	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
Who, externally, we share the information with, and why	New or changed personal information gathered when performing our services is returned to client after processing.	3 rd party payment processors
How long we keep the personal information	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

The information we process	Basic Contact Information (name, address, phone number, email)	Survey/ poll responses which may include political opinions
Why we process the information	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.
Who, externally, we share the information with, and why	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 rd party survey platform or survey panel providers, to deliver a contractual service.
How long we keep the personal information	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, Lianne Sims, who can be contacted at:

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

via email:

lianne.sims@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.

