

PRIVACY NOTICE

This notice sets out how Kohlrabi Consulting uses and protects personal information that we process.

Kohlrabi Consulting is the Data Controller for personal data collected:

1. When people visit our website
2. When conducting business with clients and suppliers
3. When recruiting and employing people
4. When collecting data from consenting research participants

Our ICO registration number is ZB273595

The security of personal data is important. We always process personal data within the UK. We use a range of organisational, technical, physical and operational controls to prevent unauthorised access to data, which are assessed on a regular basis. We will not sell your data to third parties for use outside the activities that we agree with you, or share data with 3rd parties unless they are specifically processing that data under contract, on our behalf.

For any data protection queries, please contact us at fran@kohlrabiconsulting.co.uk or by post at:

Kohlrabi Consulting
14 Thornhill Road, Stockport, SK4 3HJ

Read more about the data we process and store below:

1. WHEN PEOPLE VISIT OUR WEBSITE

We use technology cookies as part of a normal business procedure to track patterns of behaviour of visitors to our site and to manage certain elements of the way you view our website.

A cookie is an element of data that our website sends to your browser which is then stored on your system. You are not obliged to accept cookies and you can set your browser to prevent this happening. Please be aware that if you do disable cookies, certain services on this Website may not be available to you and your enjoyment of this Website may be impaired. Any information collected in this way can be used to identify you unless you change your browser settings.

2. WHEN CONDUCTING BUSINESS WITH CLIENTS AND SUPPLIERS

We retain the contact details of people we work with, for business purposes, as a legitimate interest. To support long term business interests, we will retain that information until deemed out of date or we receive a request to delete it

3. WHEN RECRUITING AND EMPLOYING PEOPLE

When people apply for jobs with Kohlrabi Consulting, we process information for the recruitment process. If applicants are unsuccessful, we delete their data after six months.

For employees, we process information necessary for their employment, for legal, contractual and legitimate interest (e.g. performance monitoring) reasons. We retain employment records for 7 years after termination of the contract, and key records to provide references or any information that may be needed to support legal activities after that time.

4. WHEN COLLECTING DATA FROM RESEARCH PARTICIPANTS

We will always tell you about the information we wish to collect from you and how we will use it. We will seek your consent for the collection and use of your data in specific research projects.

All research projects are different and the information we collect will vary. However, researchers will only collect information that is essential for the purpose of the research. Research data is normally anonymised as quickly as possible after data collection so that individuals cannot be recognised and your privacy is protected.

With your consent we may collect and process the following data about you:

Your name, telephone, email or address in order to contact you to arrange activities or disseminate information during the research process taking place over a period of time.

Some research may require collection of sensitive demographic data, such as ethnicity, health, sexual orientation or beliefs. We will always be transparent about why we are collecting this data and obtain explicit consent at the point of data capture. We practice informed consent and you are under no obligation to take part. We store all sensitive data separately from identifying information, including contact details, and remove all your details within 28 days of the end of the research project

5. YOUR RIGHTS

As an individual whose personal data is processed by Kohlrabi Consulting you have these rights:

- the right to be informed – which is what this privacy notice is for
- the right to request a copy of the data we hold about you
- the right to object to direct marketing or processing carried out on the basis of legitimate interests
- the right to request that your data is erased.
- the right to request that your data is transferred to another organisation.
- the right to have your data rectified if it's inaccurate
- the right to have your data restricted or blocked from processing
- The right to have any automated decision making or profiling explained, and manually reviewed.

To exercise these rights, please contact us at fran@kohlrabiconsulting.co.uk

or by post at:

Kohlrabi Consulting

14 Thornhill Road, Stockport, SK4 3HJ

We will take steps to verify your identity before progressing with your request.

If you are not happy with the way we have handled your data and are unable to resolve the issue with us personally, you can complain to the ICO. If you do have problems, please let us know.

If you require further information, please contact us directly. We reserve the right to update this Privacy Notice at any time. If there is a major change to the Privacy Notice and individuals' data is likely to be affected, we will notify them directly by email. This privacy notice was last updated in December 2022.