Animal Analysis privacy notice

Your personal information: We collect personal information about you when you engage in our services, or if you enquire or book onto any of the services we offer. We use this information to contact you regarding the services which you have enquired about, to register you for those services, and to carry out the service. This section explains more about how we use your personal information.

What information we collect about you: We collect information about you when we are contacted by you or you engage in our services. We will collect your contact details as well as any other data we feel is important e.g. institutional affiliations, grant funding as it relates to the engagement of services. We may record this information on file if contact is via telephone or remote video technology, and you may also submit written information to us with forms or via email or messaging services.

How we use your information: We collect this information to enable us to contact you and to enable provision of the engaged service. All data will be processed in accordance with the Data Protection Act 1998 and GDPR. Any specific data management requests as it relates to, for example, datasets sent to us, will also be complied with if specified at the engagement of services. All personal data will be held on a password protected computer or password protected mobile phones. We will only contact you about the services you have enquired about, unless you tell us that you specifically do want to receive this information, or if we think it is relevant to service provision.

Information we may share with others: Your information is only accessible to Thomas Rowland trading as Animal Analysis and Phil Assheton, an independent business entity whom we engage for statistical expertise. There is a contractual agreement between Thomas Rowland and Phil Assheton, and as part of this agreement, Phil Assheton agrees to abide by this privacy statement. You accept that all information supplied to Animal Analysis may be shared with both Thomas Rowland and Phil Assheton. Otherwise, your information (personal and project related) is not shared with any other organisations or individuals. When contacting you, we use only the email and telephone numbers provided by you.

In exceptional circumstances, we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any information sharing done within the law.

How long we keep your information: Records related to you will be kept indefinitely unless specifically instructed otherwise by you, the client. All project or service engagement related information, including datasets will be retained by Animal Analysis, unless instructed otherwise by you, the client. Note that the keeping of this information, including datasets, does not represent an obligation by us to store nor have responsibility for your dataset, nor does it imply that our keeping of datasets function as a back-up dataset storage for you. You remain entirely responsible for the management of your data.

Personal information as it relates to marketing: Information about you or as it relates to the service engaged in will not be used for the purposes of marketing without the client's express permission in writing. This permission must be in writing (inclusive of email) by the client. Written feedback will

only be used for marketing purposes with the client's express permission. If written feedback is provided anonymously, then Animal Analysis hold the right to share this feedback for marketing purposes without permission.

Accessing your information and other rights:
Access – you have the right to request a copy of any personal information we hold about you. Please contact us if you would like this.

Portability – We can provide information we hold about you to another company or individual if you request us to. This request should be in writing (inclusive of email).

Correction – If any of the information we hold about you is incorrect or incomplete please let us know.

Erasure – You can request that your personal information is erased if it is no longer necessary for us to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to keep it.

Restriction – You can request that the use of your personal information is limited to storage only and we use it for no other purpose.

How to object or withdraw consent: If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact us via email and explain your objection. If you have provided consent for the use of your personal information then you can withdraw this consent at any time by contacting us.

How to contact us:

Info@animalanalysis.com