

# Privacy Policy

## Privacy Policy

You have entrusted us with your email address and / or research data in order for us to provide you with a service. This may be statistical support, NVivo support or the receipt of regular newsletter.

We respect and honour your trust in us to protect your data from getting into the hands of unauthorised persons. We treat personal information and research data, lawfully and correctly according to the obligations under the Data Protection Act 1998.

We only keep information according to the sole purpose and duration of its original given consent. Care is taken to ensure information is accurate. Appropriate technical measures are used to prevent unauthorised or unlawful access, accidental loss or destruction of, or damage to both personal and research data. At any time the owners of the information may ask for a copy of their data. The office of Information Commissioner may request a complete description of all personal data, its uses, purposes, disclosures and sources.

Data Solutions Services is a registered data controller with registration number Z6461141.

If you do not wish to receive the monthly newsletters, you can simply send an email to [newsletter@datasolutionservices.co.uk](mailto:newsletter@datasolutionservices.co.uk) with your request to be removed from the list or click unsubscribe at the bottom of one of our emails. If you wish to cancel all contact with us please email. Please note that we will only use your email address for the sole purpose of responding to you or sending you emails.