

Privacy Notice

Beetroot Consulting Ltd

Version: 1.2

Effective Date: April 2025

Review Date: April 2027

Owner: Director

Applies To: Clients, collaborators, suppliers, website visitors, and data subjects

1. Who We Are

Beetroot Consulting Ltd is a UK-based organisation providing IT consultancy, systems development, research, facilitation, and organisational support. We take data protection seriously and are committed to upholding the rights and freedoms of individuals under the **UK General Data Protection Regulation (UK GDPR)** and **Data Protection Act 2018**.

We act as a **Data Controller** when we determine how your data is used and as a **Data Processor** when acting on behalf of a client.

2. What Personal Data We Collect

We may collect and store the following types of personal data:

- Names, job titles, email addresses, phone numbers
- Organisation or employer details
- Project- or contract-related communications
- Feedback or consultation responses
- Payment and invoicing details
- IP addresses, browser data (when visiting our website)

In limited cases, we may process **special category data** (e.g. health, access needs) only where strictly necessary and with appropriate safeguards.

3. How We Collect It

We collect personal data when:

- You contact us or submit an enquiry or form
- You enter into a service contract or partnership with us
- You sign up to participate in a session, programme, or consultation
- You visit our website or access shared files or systems
- You interact with us during professional delivery or collaboration

4. Why We Process Personal Data

We process personal data for the following reasons:

- To deliver our contracted services
- To manage professional relationships and communications
- To comply with legal and regulatory requirements
- To improve our services and meet access or wellbeing needs
- To maintain financial and operational records
- To respond to feedback, concerns, or data rights requests

We will not use your data for marketing without your explicit consent, and we do not sell or trade personal information.

5. Our Legal Bases for Processing

We rely on the following lawful bases under Article 6 of UK GDPR:

- **Contractual necessity** – to deliver agreed services
- **Legal obligation** – to meet financial, HR, or regulatory duties
- **Legitimate interests** – to manage day-to-day operations, relationships, and accountability
- **Consent** – where required for optional activities (e.g. testimonials, photos, or case studies)

6. Sharing Your Data

We may share your data with:

- Trusted service providers and collaborators who support our operations
- Our professional advisors (e.g. accountants, legal counsel)
- Clients, where required by the scope of delivery and data processing agreements
- Authorities or regulators, where legally required

All third-party data processors are vetted and bound by appropriate agreements.

7. Data Security

We implement appropriate security controls including:

- Password-protected systems with Multi-Factor Authentication (MFA)
- Encrypted cloud storage
- Access restrictions based on role and need
- Secure disposal of records no longer required

8. Data Retention

We retain personal data only for as long as necessary to fulfil its purpose or meet legal obligations. This typically includes:

- 6 years for contractual, financial, or project data
- Shorter retention for informal communications or feedback
- Immediate deletion where consent is withdrawn and no lawful basis remains

9. Your Rights

You have rights over your personal data, including:

- Access to the data we hold about you
- Correction of inaccurate or incomplete data
- Deletion of data in certain circumstances
- Restriction or objection to processing
- Data portability (in some cases)

To exercise your rights, please email Kanika Selvan on Kanika@beetrootconsulting.org. We aim to respond within 30 days.

10. Contact and Complaints

For any queries about this notice or your personal data:

Data Protection Lead

kanika@beetrootconsulting.org

Or 28 Demesne Rd, Manchester, M168HJ

You also have the right to complain to the Information Commissioner's Office (ICO):

 www.ico.org.uk

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