



Privacy policy

Who we are

Asylum Research Centre Foundation (ARC Foundation) is committed to protecting and respecting the privacy of visitors to its web site, and anyone else whose personal information we come in touch with through the work we undertake.

This policy sets out when and why we collect your personal information, how we store it and for how long, and how we handle your personal data.

The Privacy Policy will be reviewed annually but might be updated when and if the need arises. This version was created in September 2018.

If you have any questions about this policy, please email info@arcfoundation.org.uk.

Information we may collect from you

The table below sets out when and why we may collect data from you and for how long we will hold it.

When	Why	How long for?
<p>Information we receive through your legal representative via email when they instruct us for a case-specific country report. This will include your date of birth, sex, country of origin, ethnicity and details about your asylum case. We will not ask for other personal details and will refer to your case by reference number provided by your legal representative.</p> <p>If your legal representative shares with us supporting documents this will include your name.</p> <p>Legal representatives which have or may have access to (additional) personal data from you will be</p>	<p>We use this information to:</p> <ul style="list-style-type: none"> - Research a tailored country report in relation to your asylum claim 	<p>Case-specific country reports will be kept indefinitely (Note: The reports include your reference number as provided by your legal representative; the name of your legal representative's firm and your country of origin).</p> <p>Instructions we receive from your legal representative will be destroyed as soon as the requested report has been completed.</p> <p>Any supporting documentation sent by your</p>

<p>expected to adhere to all obligations imposed by the General Data Protection Regulation 2016 (GDPR). It is recommended that you consult their privacy policy to that effect. ARC Foundation is in no way liable for the way information is collected and stored by these third parties.</p>		<p>legal representative (e.g. Reason for Refusal Letters; court determinations etc.) will be destroyed as soon as the requested report has been completed.</p>
<p>Information we collect through our various research projects. These could take the forms of, but are not limited to, interviews, questionnaires, evaluation forms, surveys, case file reviews etc which may include your name, organisation and contact details</p>	<p>We use this information to:</p> <ul style="list-style-type: none"> - Fulfil our obligations with regards to a specific commission, research project etc. 	<p>Any such data will be kept for 3 years.</p>
<p>Information we collect as part of our administrative work e.g. emails, to compile invoices, apply for tender or funding applications etc.</p>	<p>We use this information to:</p> <ul style="list-style-type: none"> - Go about our daily work - Pay invoices (Note that invoices in relation to our case-specific country report service include your reference number as provided by your legal representative; the name of your legal representative's firm and your country of origin) - Apply for public/private tenders and funding opportunities 	<p>Indefinitely unless you specify that such information may only be kept for a certain amount of time.</p> <p>All emails in our 'Trash' folder will be deleted on a regular basis.</p>
<p>Information that you provide as part of ARC Foundation's recruitment process which is likely to include your name, organisation and contact details</p>	<p>We use this information to:</p> <ul style="list-style-type: none"> - Assess whether you are suitable for the position - To contact you as part of the recruitment process 	<p>Any such data will be kept for 1 year unless you have been successful in your application in which case we retain the right to keep the data for 2 years following the completion of your contract.</p>
<p>We use the following third party service:</p> <ul style="list-style-type: none"> - Google Analytics (see its Privacy Policy) - Dropbox (see its Privacy Policy) - Survey Monkey (see its Privacy Policy) 	<p>We use these services to:</p> <ul style="list-style-type: none"> - To track which parts of our website are visited and which resources are downloaded (Google Analytics) - To store all of our work documents (Dropbox) - To create online surveys and analyse the inputs provided for research purposes (Survey Monkey) 	<p>Indefinitely.</p> <p>None of this information is used to identify our website users or will be shared with unauthorised individuals.</p>

Information on how we store your personal data

We will always hold your information securely on either (or all) a secure cloud server, through password protected computers, and/or a password protected external hard drive. All electronic data we hold will only ever be made accessible to authorised individuals.

Disclosure of your information

We will never share your email with other organisations and businesses.

We may disclose your personal information to third parties in order to comply with any legal obligation, or to protect the rights, property, or safety of ARC Foundation or others.

In the unlikely event of an actual or suspected data protection breach, the Chair of ARC Foundation will immediately be notified who in turn will take appropriate steps to manage the breach.

Following links to and from our site

Our site may contain links to websites of our partners. If you follow a link to any of these websites, please note that they will have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Accessing your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to info@arcfoundation.org.uk.

Changes to our privacy policy

Any changes we may make to this Privacy Policy in the future will be posted on our website.

Complaints and Contact

Please view ARC's Complaints Policy for further information on our complaints procedure and how to raise a complaint. The policy can be requested by emailing the Chair at chair@arcfoundation.org.uk.

Any questions and comments regarding ARC Foundation's Privacy Policy should be addressed to the Chair at chair@arcfoundation.org.uk.

London, September 2018