

## Privacy Policy

### Who are we?

When we say 'we', we mean Mundy & Anson Ltd who is the data controller for the information in this overview. This means we are responsible for deciding how we use your information in compliance with the General Data Protection Regulation (GDPR).

We want you to be confident in the way we handle your data and we take your privacy seriously. We process your data in accordance with UK data privacy laws and only process personal data when it is relevant to our dealings with you.

### What kind of personal data do we collect from you?

#### Our website

When you use the website, [www.mundyandanson.co.uk](http://www.mundyandanson.co.uk), the pages viewed are collected as aggregate data for the purpose of optimising and improving the website. No cookies or website statistical data is collected for our conference website, [www.anthtechconf.co.uk](http://www.anthtechconf.co.uk).

#### Ethnographic research

If you take part in **face-to-face ethnographic fieldwork** conducted by Mundy & Anson, this is covered by our participant consent form, which is provided to each individual participant, and explains what data we collect, what we do with it, and how we store and protect this data and ensure your confidentiality. All research data is anonymised and encrypted.

Our legal basis for collecting data is legitimate commercial interest – Mundy & Anson provides insights and recommendations to commercial clients based on the research we do.

We only collect your name, email, and phone number for the purposes of contacting you about your participation in any research we do. This information is never divulged to any third party.

With respect to **ethical guidelines** for the ethnographic research that we conduct, we follow the Research Ethics Framework (REF) authorised by the Economic and Social Research Council (ESRC): <https://esrc.ukri.org/funding/guidance-for-applicants/research-ethics/>.

### How do we obtain personal data?

First of all, we collect personal data that you choose to voluntarily provide to us. We collect and receive personal data through marketing initiatives such as our Anthropology + Technology Conference, ethnographic research projects, and other areas of legitimate interest such as recruitment. Personal data means any information relating to an identified or identifiable natural person.

We collect certain personal data by using cookies, including similar technologies such as local storage when you visit our website, [www.mundyandanson.co.uk](http://www.mundyandanson.co.uk).

## **Cookies**

We do not use cookies or gather website statistical data for our conference website, [www.anthtechconf.co.uk](http://www.anthtechconf.co.uk).

On our website, [www.mundyandanson.co.uk](http://www.mundyandanson.co.uk), we use cookies to gather website statistical data to analyse how our users use the website, such as which pages are visited, and how long pages were visited. These cookies are placed by the domain mundyandanson.co.uk.

Each of these services will store cookies on your computer. Cookies do not contain any personal information about you. Cookies are bits of text that are placed on your computer's hard drive or mobile device when you visit certain websites. Cookies hold information that may be accessible by the party that places the cookie, which is either the website itself (first party cookie) or a third party (third party cookies). You do have control over cookies, and can refuse the use of cookies by selecting the appropriate setting on your browser. Most browsers will tell you how to stop accepting new cookies, how to be notified when you receive a new cookie, and how to disable or delete existing cookies. If you'd like to know more about cookies and how to delete them, we recommend the [About Cookies website](#).

## **How long do we retain personal data for?**

If you provide us with any data (for example, your name or email address), we will retain your data for a maximum of two years in our email system.

If you sign up to either our Mundy & Anson or Anthropology + Technology Conference newsletters, this data is held by Mailchimp. You can contact us at any time to request visibility of what data we hold or request that we delete your records by emailing us on [data@mundyandanson.co.uk](mailto:data@mundyandanson.co.uk).

If you'd like to find out more about Mailchimp, please visit their [Privacy and Terms page](#).

If you participate in research, we retain the research data (which may take the form of written or digital notes, audio and video recordings, photographs) and digitised signed consent forms for a period of 12 months after the research project is complete and we have disseminated our findings to our client. After this time, the data will be destroyed (secure paper destruction and secure electronic file deletion, as appropriate).

## **Email communications**

If you have opted in to receive email communications from Mundy & Anson or our Anthropology + Technology Conference, we will send you email newsletters approximately once a month. If you would like to opt out from these communications, you can manage your

preferences via the newsletter or email us at [data@mundyandanson.co.uk](mailto:data@mundyandanson.co.uk) with 'Please unsubscribe me' in the subject line.

## How do we protect your personal data?

To protect the security of your personal data, we implement appropriate technical and organisational security measures which include physical and technical security safeguards and a governance model that ensures that adequate policies, procedures and controls are in place within our organisation. If you would like any more information about how we manage data, please email us at [data@mundyandanson.co.uk](mailto:data@mundyandanson.co.uk).

## Your rights

In accordance with the GDPR legislation, you have the right to access information held about you:

- The right to obtain, at reasonable intervals and free of charge, information on whether or not your personal data are being processed and to receive the personal data that is being processed in an intelligible form.
- The right to have your personal data rectified, blocked or deleted if your personal data are incorrect, incomplete, inaccurate, irrelevant, outdated or processed unlawfully.
- The right to object on legitimate grounds to the processing of your personal data.

To exercise these rights, please contact us using our contact details set out below. We may request that you provide identification in the form of a copy of your drivers' licence or passport or otherwise evidence your identity. We will respond to your request within the applicable statutory term.

## How to contact us

If you have any comments or questions about the information in this Privacy Statement, if you would like us to update your personal data, or to exercise your rights, please contact us by email at [dawn@mundyandanson.co.uk](mailto:dawn@mundyandanson.co.uk). This email will be received by our Managing Director, Dawn Walter.

We respect your right to ask Mundy & Anson to delete all data we hold on you at any time. If you would like us to delete all data we hold on you, please email our Managing Director, Dawn Walter at [dawn@mundyandanson.co.uk](mailto:dawn@mundyandanson.co.uk).

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