



EPM CONSULTANCY EXTERNAL PRIVACY NOTICE

Effective Date: 15 January 2026

1. Who We Are Europe Project Management Ltd (trading as EPM Consultancy) is a specialist evaluation and consultancy firm. We are committed to protecting and respecting your privacy. For the purposes of data protection legislation, we act as the **Data Controller** for our general business operations and often as a **Data Processor** when conducting evaluations on behalf of public sector clients.

Our Contact Details:

- **Address:** 18 Brighton Road
- **Email:** contact@epmconsultancy.eu
- **Phone:** 07734 606 187

2. The Information We Collect We collect and process various categories of personal data depending on your relationship with us:

- **For Evaluation Participants (Surveys/Interviews):** Name, email address, job title, organisation name, and views/opinions regarding the specific programme being evaluated. We may occasionally collect demographic data (e.g., age, ethnicity) for equality monitoring purposes, but only with your explicit consent.
- **For Clients and Partners:** Business contact details (name, work email, phone number).
- **For Website Users:** Anonymised usage statistics (cookies).

3. How We Use Your Information We use your personal data to:

- Conduct independent research and evaluation of public funding programmes.
- Analyse the impact of business support services.
- Communicate with you regarding project updates or interview scheduling.
- Comply with legal and contractual obligations.

4. Our Legal Basis for Processing Under the UK General Data Protection Regulation (UK GDPR), we rely on the following lawful bases:

- **Consent:** When you voluntarily agree to participate in a survey or interview. You may withdraw this consent at any time.
- **Legitimate Interests:** To effectively deliver our consultancy services and improve our business offerings, provided your rights do not override these interests.
- **Contract:** Where processing is necessary to fulfil a contract with you or our clients.

5. Sharing Your Information We do not sell your data. We may share your information with:

- **Our Clients:** (e.g. Combined Authorities, local authorities, Universities) usually in an anonymised or aggregated format for reporting purposes, unless you have agreed to be identified in a case study.
- **Our Associates:** Verified sub-contractors working on specific projects, who are bound by strict confidentiality and data processing agreements.
- **Service Providers:** Trusted third-party processors (e.g., Google Sharepoint, Google Forms) used for secure data storage and collection.

6. International Transfers We primarily store and process data within the UK. Where we use service providers (like Google) that may process data in the EEA, we ensure appropriate safeguards are in place, relying on UK Adequacy Regulations.

7. Data Retention We keep your personal data only for as long as necessary.

- **Evaluation Data:** Retained for the duration of the specific contract plus a defined handover period (typically 1-2 months), after which it is securely deleted.
- **Business Contacts:** Retained for the duration of our business relationship.

8. Your Rights You have specific rights regarding your personal data:

- **The right to access:** You can request copies of your personal data.
- **The right to rectification:** You can ask us to correct inaccurate information.
- **The right to erasure:** You can ask us to delete your data in certain circumstances.
- **The right to object:** You can object to the processing of your data.

To exercise any of these rights, please contact us at:contact@epmconsultancy.eu. We will respond within one month.

9. Complaints If you are unhappy with how we have used your data, you can complain to the Information Commissioner's Office (ICO).

- **ICO Website:** <https://www.ico.org.uk>
- **Helpline:** 0303 123 1113