



WICKENSTONES

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## Privacy notice to expert advisers

Wickenstones collects personal data about individuals that we believe have expertise and/or specialist experience that may enable them to participate in our research by giving opinions and advice. In this notice we will refer to these individuals collectively as experts.

This notice gives information about how your data are processed. You can find further information on Wickenstones' data protection policy on our web site.

The person responsible for these data, and for ensuring that all processes in this privacy notice are followed, is the office manager, who can be contacted at [sarah@wickenstones.com](mailto:sarah@wickenstones.com).

### **The data we collect and how we collect them**

The data we hold may include your name, email address, phone number, job title, place of work, country of residence, field of speciality and the names of any of our projects in which you have been involved before. We have collected this information either from the public domain (e.g. from your employer's web site or LinkedIn) from working with you in the past, or because one of your colleagues has referred your details to us.

If you agree to participate in a project, we may need to ask you for:

- Additional contact details
- Further information about your experience and/or field of expertise
- Work address
- Professional registration numbers
- Personal identifiers such as fiscal number or passport number
- Date of birth
- Nationality
- Bank details
- The name and contact details of your emergency contact
- Other data specific to the project or that the client requires for compliance purposes

We will also record the fact that you participated in the project. If we pay you an honorarium, we will record the amount and the date that it was paid.

Registered office: Wickenstones, Chalkwood house, Cold Harbour, RG8 7SZ, UK

Incorporated under the 2006 Companies Act in England and wales. Company Number: 8576674

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### **Why we collect/store data**

We store basic information (name, email address, phone number, job title, place of work, country of residence, field of speciality and past project involvement) so that we can decide if you would be a suitable adviser for a particular project, and if so, contact you by email or phone to ask if you would be willing to participate.

Additional data that we may ask for later allow us to facilitate your involvement in a project. For example, we may need your passport number so that we can book you a flight for you to attend an advisory board, and we may need your bank details so that we can pay you an honorarium and/or reimburse expenses you incurred. Whenever we ask for personal data, we will always clearly state why we are asking for them, and how they will be stored and processed.

### **Data storage**

Wickenstones stores expert data on a database saved on Microsoft OneDrive. This database in its entirety is only accessible to our project administrator and our office manager.

We will keep your data whilst we have a reasonable expectation that you may agree to participate in a project. We judge this by the response we get from you: if you refuse to participate, or don't reply, when invited to three consecutive projects, we will delete your data within three months. However, since we collect data from the public domain and colleague referrals, it is possible that after deletion your data could be re-added to our database.

### **Data processing**

When recruitment of experts is needed for a project, the project team will ask the project administrator or office manager for the type of expert they require. For example, they may ask for oncology clinicians who are based in France. Only the names, job titles, countries, organisations and fields of expertise that relate to individuals who meet these criteria will be sent to the project team. The project team will refine the list according to the needs of the project and then only the person responsible for contacting the selected experts (usually the project administrator) will have access to the contact details for the experts, so that they can use them to contact you.

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When we need additional data for a particular project, the data that we need and how we will process them will vary with the project. Therefore, we will provide details of this when asking for additional data.

We may have to share data with third parties for compliance or law enforcement purposes. Other than this, we will only share your data when and if we have your explicit consent to do so.

### **Third parties**

- Microsoft is a data processor for our expert data because they provide storage and the functionality to sort, filter and share data internally. Microsoft adheres to the GDPR and their data protection policy can be accessed [here](#).
- Trello is a data processor for our expert data because they provide storage and functionality to sort and share data internally. Trello stores data in the US, and adheres to the EU-U.S. Privacy Shield Principles. You can learn about how they protect your data [here](#).
- CTS is a data processor for our expert data because they are our Internet Service Provider. CTS adheres to the GDPR and their data protection policy can be accessed by emailing [support@cts-group.co.uk](mailto:support@cts-group.co.uk).
- Other third parties may be used to process data which we ask for in the course of a project. We will always tell you about applicable third parties when asking you for additional data.

### **Right to erasure, access requests and objections to processing**

You can read about your rights to erasure and access [here](#) and [here](#). If you wish to make a request under your right to access or right to erasure, please email [GDPR@wickenstones.co.uk](mailto:GDPR@wickenstones.co.uk).