
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, [here](#).

The team responsible for these data, and for ensuring that all processes in this privacy notice are followed, is administrative support, who can be contacted at admin@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.

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. The lawful basis we rely on for this processing is legitimate interests. We have judged that as an expert in your field, you would reasonably expect occasional requests to share your expertise or to collaborate on relevant projects, and that such processing is unlikely to cause detriment to you.

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. The lawful basis we rely on in this instance is contract – we need these data to perform our side of the contract in which your participation in the project was agreed. 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 Microsoft Access database saved on Microsoft OneDrive. This database in its entirety is only accessible to our administrative support. We share limited subsets of the database with project teams within Wickenstones as required.

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.

The length of time we will store data related to your participation in a project will vary by project. Therefore, we will always tell you specifically at the point of collecting the data, how long that data will be stored.

Data processing

We use the data to select appropriate participants for projects, and to contact you about those projects if we think you will be suitable. Wickenstones is against spam, and therefore we will not contact you about the same project more than three times, unless we receive a positive reply from you.

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](#).
- AirIT is a data processor for our expert data because they are our IT support. AirIT adheres to the GDPR and their data protection policy can be found [here](#).
- 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.

Your rights under GDPR

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.com.