

# Appendix II – Data Privacy Notice

Protas, which is the trading name of Quality by Randomization Limited, a company limited by guarantee with registered number 13073677) respects your privacy and is committed to protecting your personal data (collectively referred to as “we”, “us” or “our” in this privacy policy). This privacy policy explains how we collect, share and use personal information about you, and how you can exercise your privacy rights.

This privacy policy only applies to personal information you provide to us when completing the **Public Contributors Payments and Expenses Claim Form** and gives you information on how Protas collects and processes this data.

Protas is the controller of the information we process, unless otherwise stated. You can contact us by post at the following address:

Quality by Randomization Limited, 2 New Bailey, 6 Stanley Street, M3 5GS

Our Data Protection Officer is Jonathan Sellors. You can contact him at [dpo@protas.co.uk](mailto:dpo@protas.co.uk) or via our postal address above. Please mark the envelope “Data Protection Officer”.

We collect, use and store the following personal data about you:

- **Identity Data:** includes your name;
- **Contact Data:** includes your email address, telephone number and postal address (optional); and
- **Financial Data:** includes your bank account details.

The personal information we process is provided to us directly by you to allow us to reimburse expenses and settle honorarium payments owed to you as a result of your involvement with Protas, in addition to any correspondence that may be required in relation to same before payment. We will only share your name and bank account details with Buzzacott LLP, our outsourced accounting service provider who administer payments on our behalf.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is that it is necessary for our legitimate interests to be fulfilled, namely our constructive obligations to you under the Public Contributors Payments and Expenses Policy. Your information is securely stored. We will only retain your personal data for a limited period of time. This will depend on how long you are involved in the activities of Protas.

Under data protection law, you have rights including:

- **Your right of access:** you have the right to ask us for copies of your personal information;
- **Your right to rectification:** you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete;
- **Your right to erasure:** you have the right to ask us to erase your personal information in certain circumstances;
- **Your right to restriction of processing:** you have the right to ask us to restrict the processing of your personal information in certain circumstances;

- **Your right to object to processing:** via the email address or postal address above you have the right to object to the processing of your personal information in certain circumstances; and
- **Your right to data portability:** you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact our Data Protection Officer via the email address or postal address provided above. In addition, if you have any concerns about our use of your personal information, you can make a complaint to us via this email address or postal address

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's contact information is as follows:

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk>