

Labour Research Department

Privacy and data security notice

The Labour Research Department (LRD) is an independent research and publishing organisation delivering a range of publications and services, most of which are directed at trade unions and trade unionists, at national and branch level. LRD is located at 78 Blackfriars Road, London SE1 8HF.

At LRD we respect everyone's right to privacy and we are committed to protecting the personal data provided to us and the databases we hold and we recognise your need to know that your personal information is being lawfully processed and held.

This page explains what you can expect from LRD and our publication arm LRD Publications Limited in how we collect, process and safeguard any data you provide about you. It has been created in compliance with the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications Regulations and the Information Commissioner's Privacy Notices Code of Practice.

How we collect and use your information

We collect personal data in order to allow us to provide services and products to our customers, which may include names, addresses, phone numbers, email addresses, payment processing information and IP addresses. In order to provide you with services, we sometimes need to contact you, by email, phone or post.

We additionally may collect limited personal data to allow us to request information on workplace pay and conditions, and to invite participation in research projects.

We may also use your information:

- to send you marketing information about the LRD, our aims and objectives, our publications and research services;
- to contact you for your views on our services; and
- to notify you of important changes or developments to our services.

Web site usage data may be stored and used to monitor and review site usage.

Disclosing your information

We will never disclose your information to a third party unless we are required to do so by law or unless we have your explicit consent.

Storing your information and security

The information you provide to us will be stored and processed on servers based in the UK. We have security measures in place to protect against the loss, misuse, unauthorised access to or alteration of the information under our control.

We will only retain your information for a reasonable period, for so long as you want us to, or as long as any relevant legislation permits.

Changes to your personal information

At any time, you can ask us to:

- send you a copy of the personal information we hold about you;
- remove that information from our records; or
- correct or update any of that information

Please advise us of the relevant changes as soon as possible:

- By post to 78 Blackfriars Road, London SE1 8HF; or
- By email to info@lrd.org.uk.

You can opt out of receiving information from us at any time by post to 78 Blackfriars Road, London SE1 8HF or by email to info@lrd.org.uk.

Changes

Any changes to our privacy policy will be posted to our website and, where appropriate, sent to you by email notification.

Complaints Procedure

You have the right to report any complaint or concern you have about our handling of personal data. To make an inquiry about your rights, please contact us by post to 78 Blackfriars Road, London SE1 8HF or by email to info@lrd.org.uk.

The personal data you supply with your complaint may be retained by us for the purposes of processing your complaint and for statistical and audit purposes and will be stored in accordance with our standard procedures set out above.

You have the right to take your complaint direct to the Information Commissioner (ICO). Details of how to complain to the ICO are found at <https://ico.org.uk/concerns/>.

Updated: 02/07/2018