



Nitty Gritty



GDPR

READY

1

We have registered with the ICO

The Information Commissioner's Office (ICO) is a UK independent public body responsible for upholding information rights and data privacy. Nitty Gritty registered in May 2018

The Data Protection Act 1998 requires every data controller (eg organisation, sole trader) who is processing personal information to register with the ICO



2

Our consent forms have been updated

We have developed much more detailed and transparent consent forms that explicitly state how research participants data is captured, stored and deleted

Consent forms are tailored to each individual client and project and a data controller is nominated



3

We have changed the way we handle customer data

We now limit the kind of customer data we capture and delete identifiable information much more quickly. For example, after interviews have taken place, we depersonalise data by using fictitious first names only

All of our procedures are documented and followed by the Nitty Gritty team



4

Encryption...nothing new here

We use two step verification and a variety of encryption depending on what works best for our clients. All of our suppliers send personal data via encrypted email platforms such as Voltage and Symantec pgp

All files containing profiling information are depersonalised and stored in encrypted format



5

We have re-structured our filing system

We have reviewed how we store certain types of data and made changes where necessary in order to further minimise the risk of a data breach

We now store video footage and timeline project folders on separate secure drives which are password protected



6

Contracts have been put in place

All our suppliers have signed contracts that require them to work to the same strict data procedures as Nitty Gritty. We have reduced our supplier list

Our main suppliers are recruiters who we have had a working relationship with for over 10 years



7

We have updated our IT security procedures

Building on our previous IT security procedures, our documentation has been reviewed and updated to bring it in line with GDPR legislation

View our data privacy policy <http://www.nittygrittyresearch.com/privacy-policy>



8

Confidential waste

We use P5 shredders to dispose of printed materials and a professional confidential waste company to dispose of the waste

We aim as much as possible to be a paper free office and have a clear desk policy

