



PRIVACY NOTICE

DiversitiQ CIC

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Effective date: February 2026

Next review date: February 2027

For queries relating to this please contact
support@diversitiq.org

Our commitment to your privacy

At DiversitiQ, we believe that trust is built through openness and transparency.

Whether you are taking part in research, completing a survey, attending training, applying for a role or simply contacting us, we are committed to protecting your personal information and explaining clearly how it will be used.

This Privacy Notice explains:

- what information we collect;
- why we collect it;
- how we protect it;
- who we may share it with;
- how long we keep it; and
- your rights.

We have written this notice in plain English and aim to make it accessible to everyone.

Who is responsible for your information?

DiversitiQ CIC is responsible for the personal information described within this Privacy Notice where we act as the Data Controller.

Company Number:

16884029

Website:

www.diversitiq.org

Email:

support@diversitiq.org

Our services include

- Consultancy
- Research
- Evaluation
- Employee surveys
- Stakeholder engagement
- Equality, Diversity & Inclusion support
- Accessibility consultancy
- Organisational reviews
- Training and facilitation
- Audits
- Events

Sometimes we process information on behalf of another organisation.

For example:

- a Local Authority
- NHS organisation
- Charity
- University
- Government body

In those circumstances, that organisation may be the Data Controller and DiversitiQ acts only as the Data Processor.

Where this applies, we will explain this before collecting your information.

We may collect

Contact information

- Name
- Email
- Telephone number
- Organisation
- Job title

Project information

- Survey responses
- Consultation responses
- Interview notes
- Focus group contributions
- Workshop participation
- Research findings

Accessibility information

Where required we may collect information about:

- communication preferences;
- accessibility requirements;
- reasonable adjustments;
- dietary requirements;
- participation needs.

Equality monitoring

Where relevant to a project we may ask about:

- age
- disability

- ethnicity
- religion
- sex
- gender identity
- sexual orientation

Providing this information is normally optional.

Technical information

- Browser
- Device
- IP address
- Cookies
- Form submission information

Why we use it

We use information to:

- deliver consultancy services;
- undertake research;
- administer surveys;
- analyse findings;
- prepare reports;
- contact participants;
- deliver training;
- manage contracts;
- respond to enquiries;
- meet legal obligations;
- improve our services.

Our lawful basis

Activity	Lawful basis
Surveys	Legitimate Interests / Public Task / Contract
Recruitment	Contract
Marketing	Consent
Events	Contract
Research	Legitimate Interests / Consent
Equality Monitoring	Article 9 condition where applicable

Sharing information

We may share information with

- clients;
- approved delivery associates;
- survey providers;
- IT providers;
- professional advisers;
- regulators;
- safeguarding agencies;
- law enforcement where required.

We never sell your information.

How we protect your information

We use appropriate technical and organisational measures including:

- encryption;
- MFA;
- secure cloud systems;

- access controls;
- staff training;
- confidentiality agreements;
- secure deletion;
- supplier due diligence.

For research

We also

- anonymise where possible;
- remove identifiers;
- suppress small numbers;
- minimise collection.

Your rights, complaints and contact

Your data protection rights

Depending on the circumstances and the lawful basis used, you may have the following rights in relation to your personal information.

Right to be informed

You have the right to receive clear information about how and why we use your personal information. This Privacy Notice is part of how we meet that responsibility.

Right of access

You may ask us for confirmation that we process your personal information and request a copy of the information we hold about you.

Right to rectification

You may ask us to correct personal information that is inaccurate or to complete information that is incomplete.

Right to erasure

You may ask us to delete your personal information in certain circumstances. This right does not apply where we must retain the information for a legal, regulatory, contractual or other lawful reason.

Right to restrict processing

You may ask us to limit how we use your personal information in certain circumstances, for example while we consider a concern about its accuracy or the way it is being used.

Right to object

You may object to certain processing carried out on the basis of legitimate interests or public task. We will consider your objection and stop processing unless we have a lawful reason to continue.

You have an absolute right to object to your personal information being used for direct marketing.

Right to data portability

In some circumstances, you may ask us to provide personal information that you have given us in a structured, commonly used and machine-readable format, or to transfer it to another organisation where technically feasible.

Right to withdraw consent

Where we rely on your consent, you may withdraw it at any time. Withdrawal will not affect processing that took place before consent was withdrawn.

Rights relating to automated decision-making

You have rights in relation to decisions made solely through automated processing where those decisions have legal or similarly significant effects.

DiversitiQ does not ordinarily use solely automated decision-making of this kind.

Exercising your rights

You may make a request verbally or in writing. You do not need to use specific wording or refer to data protection law.

We may ask for information to confirm your identity before disclosing or changing personal information.

We will respond without undue delay and normally within one calendar month. In some circumstances, this period may be extended where a request is complex or numerous. We will explain any extension and the reason for it.

Some rights are subject to legal conditions and exemptions. Where we cannot fully comply with a request, we will explain our decision and tell you about your right to complain.

Where DiversitiQ is processing your information solely on behalf of another organisation, that organisation may be responsible for responding to your request. We will forward the request or assist the relevant organisation as appropriate.

Concerns and complaints

We encourage you to contact us first if you have concerns about how your personal information has been handled. We will investigate your concern and aim to resolve it fairly and promptly.

You also have the right to complain to the Information Commissioner's Office, the UK's independent data protection regulator. The ICO recommends raising concerns with the organisation first but can consider complaints where you remain dissatisfied.

Contact us

FAO: Data Protection Lead

DiversitiQ CIC

Email: support@diversitiq.org

Website: www.diversitiq.org

When contacting us, please provide enough information for us to understand your request and identify any relevant records.

Accessible privacy information

We recognise that people access information in different ways.

You may request this Privacy Notice in an alternative format, including:

- Easy Read;
- large print;
- a more accessible digital format; or
- another reasonable format suited to your communication needs.

Please contact us using the details above and tell us what format would be most helpful.