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## PRIVACY POLICY

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### Background

The Merlin History Project is being undertaken by John Borton Consulting, 31 Cedar Road, Berkhamsted Hertfordshire UK. This website is intended to share information about the Project and to gather additional information from those submitting information via the website.

This Privacy Policy explains how John Borton Consulting will collect, store and use any personal data and other information submitted to the Merlin History Project. John Borton Consulting values and respects all individuals and organisations seeking to provide information to the Merlin History Project and endeavours to protect information submitted to the Project, through compliance with the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003 (as amended).

### Collecting information

When you contact the Merlin History Project via this website you will be providing your personal contact information and probably also personal data and information (such as your period of employment with Merlin and your roles), documents held and produced as part of your work with Merlin and reflections and opinions on the organisation and its programmes. In selected cases your correspondence with the Project may lead to an interview providing oral testimony in the form of either a recording of the interview and/or notes made by the Project team. All such information will be stored securely by John Borton Consulting for review and analysis as part of the work of the Project. Your personal contact information will be used to keep you updated and informed about the work of the Project.

Any information or opinions provided by you whether via the website or via your contact with the Project team will be treated in strict confidence. Any information or opinions provided by you that are shared beyond the Project team in reports, publications and any verbal presentations and communications will be anonymous.

If the Project team propose to use information or opinions that might be attributable to you in reports and publications generated by the Merlin History Project, you will be provided with the proposed text and your written permission sought in advance of its use. You will have the right to choose **not** to provide such permission, in which case the attributable information will not be used or shared beyond the Project team.

All information obtained during the course of the Merlin History Project will be retained by John Borton Consulting until the Project is completed during 2015. At that point, only your personal contact information and copies of documentation produced by Merlin or documentation produced by you as part of your work for Merlin will be transferred to Merlin which will then become the data controller of the information. Merlin is currently in the process of joining Save the Children, in the UK and globally, so such information submitted by you will at or prior to the conclusion of this process be transferred to Save the Children Fund (of which Merlin is a charitable subsidiary). All personal data transferred to, and held by, either Merlin or Save the Children will be held in accordance with their respective Data Protection Policy and the UK Data Protection Act 1998.

Should you not want your personal contact information or other personal information shared by John Borton Consulting with either Merlin or Save the Children at the end of the Merlin History Project, then please notify the Project team at [merlinhistoryproject@gmail.com](mailto:merlinhistoryproject@gmail.com).

All other information and opinions provided by you on the understanding of it being provided on a confidential basis will **not** be transferred to either Merlin or Save the Children. Such information will continue to be held securely by John Borton Consulting for up to one year after the formal end of the Merlin History Project, at which point it will be destroyed in a secure manner.

Should any change be proposed in this arrangement you will be contacted and your written permission sought first.

John Borton Consulting (and Merlin or Save the Children Fund, as appropriate) reserves the right to reproduce or publish information provided by you which, if attributable, has your written permission, in the report prepared for the Merlin History Project, on this website, or otherwise (in accordance with the Terms and Conditions, as set out on this website).

Should you want clarification of any of the above provisions please contact the Project team at [merlinhistoryproject@gmail.com](mailto:merlinhistoryproject@gmail.com).

### **How we protect information**

Information submitted to John Borton Consulting for use on the Merlin History Project is protected by a secure system both online and offline. John Borton Consulting protects any personal information with the following security measures: secure servers, firewalls, SSL encryption and other technology and procedures used to protect privacy.

### **Emails**

Emails aren't always secure, and they may be intercepted or changed after they've been sent. John Borton Consulting accepts no liability to you or any other third party in such circumstances. The contents of emails reflect their author's views and not necessarily those of John Borton Consulting (or Merlin or Save the Children Fund). Please do not send John Borton Consulting any personal financial data through email. The information in emails is confidential, so if you have received one by mistake, please delete it without copying, using, or telling anyone about its contents.

### **Cookies**

This website does not use cookies.

If you have any queries or questions about privacy and/or security of your personal data please contact us at [merlinhistoryproject@gmail.com](mailto:merlinhistoryproject@gmail.com).

This policy is subject to change and any such changes to our privacy policy will be posted on this page without prior notification.

Visit [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) for further information.