



Revised: 3<sup>rd</sup> April 2024

Bryce Space and Technology, Ltd.

## Privacy Policy

Bryce Space and Technology, Ltd. (Bryce) provides the following privacy policy covering the administration of monitoring and evaluation surveys for the UK Space Agency's Levelling Up programme. Any references to Responsible Person refer to Mr. Simon Potter ([simon.potter@brycetek.com](mailto:simon.potter@brycetek.com))

# Introduction

Bryce Space and Technology (“Bryce”, “us”, “we”, or “our”) is conducting Monitoring and Evaluation (M&E) for the UK Space Agency’s Levelling Up programme, which includes the Space Ecosystem Development programme, and the Space Cluster Infrastructure Fund (SCIF) programme. As part of these activities Bryce is conducting monitoring and evaluation surveys (the “survey”, the “surveys”). Our company number is 11306005 registered at Companies House. Our trading address is Friary Court, 13-21 High Street, Guildford, Surrey, United Kingdom, GU1 3DL. Our ICO reference number is ZB027182.

These surveys are conducted by Bryce Space and Technology Ltd (“Bryce”, “us”, “we”, or “our”), on behalf of the UK Space Agency. Participation is voluntary. For the purposes of this survey, you will provide data to Bryce Space and Technology (the ‘data processor’) and the UK Space Agency (the ‘data controller’).

We understand that your privacy is important to you and that you care about how your personal data is used. We respect and value your privacy, we will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

## What does this notice cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

## What is personal data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out below.

## What personal data do you collect and how?

We will collect and hold some or all the personal and non-personal data set out below:

- Contact details including email address
- First name and last name
- Professional position and employer
- Your responses regarding your personal views and experiences

## How do you use my personal data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The list below describes how we will use your personal data, and our lawful bases for

doing so:

- To invite you to participate in the survey
- To remind you to complete a saved partial response
- To assist you with any issues experienced in responding to the survey
- To clarify any queries we may have on your responses
- To produce aggregate monitoring and evaluation statistics for the Levelling Up M&E programme
- To cite anonymous quotes for Levelling Up M&E reporting material

For individuals completing the survey, the Lawful Basis for collecting and processing your personal data is “Legitimate Interest” per the ICO website: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/legitimate-interests/how-do-we-apply-legitimate-interests-in-practice/>

## How and where do you store or transfer my personal data?

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us, and to protect your data, we take several important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality.
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so.

## Do you share my personal data?

Personal data is collected by BryceTech on behalf of UK Space Agency and will be used solely for the purpose of conducting M&E as described in this document. Data will not be retained beyond 120 days of the conclusion of monitoring and evaluation activities. Any data shared with UKSA and relating to individuals will be provided either anonymised or as part of aggregated analytical output. (see the UK Space Agency’s [privacy notice](#))

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

## What are my rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions.
- The right to access the personal data we hold about you.

- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details below to find out more.
- The right to be forgotten, i.e., the right to ask us to delete or otherwise dispose of any of your personal data that we hold.
- The right to restrict (i.e., prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided at the end of this policy.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first.

## Changes to this privacy policy

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy online.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted online.

## Contact us

If you have any questions about this Privacy Policy, please contact us: By email: [simon.potter@brycotech.com](mailto:simon.potter@brycotech.com)

This privacy policy was last updated on: 3<sup>rd</sup> April 2024