

# Global Humanitarian Consulting LLC Data Protection Policy (v1.0)

**Global Humanitarian Consulting ("GHC," "we," "us," or "our")** is committed to protecting the privacy and personal data of our consultants and clients. This Privacy Policy outlines how we collect, use, store, and protect personal data in compliance with applicable data protection laws, including the General Data Protection Regulation (GDPR), relevant U.S. data protection standards, and other applicable international regulations.

## 1. Definitions

For the purposes of this policy:

- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Processing:** Any operation performed on personal data, including collection, storage, use, or sharing.
- **Data Subject:** Any individual whose personal data is processed.
- **Controller:** GHC, as the entity determining the purpose and means of processing personal data.

## 2. Data Collection and Use

We collect the following types of personal data from consultants and clients and store them securely:

- **Prospective Consultants:** Name, contact details including email, address and phone number, and work history.
- **On rolled Consultants:** Professional references, writing samples, and an ID scan. For consultants who work for GHC, we take financial information for payments.
- **Clients:** Contact details for individuals, organization's legal registration information, project requirements, and billing information.

We use this data to:

- Ensure due diligence and perform background checks.

- Market our services and generate business (using anonymized consultant data, or – with permission – including consultant name).
- Facilitate project management and service delivery.
- Ensure contractual obligations are met.
- Communicate effectively and provide updates.
- Comply with legal and financial regulations.

## 3. Data Sharing

Personal data may be shared with the following parties, where necessary:

- Internal staff.
- Clients.
- Third-party digital software providers with reviewed and approved confidentiality terms and conditions.
- Regulatory bodies or legal authorities when required by law.
- We do not sell or rent personal data to third parties.
- We do not enter personal data into AI tools.

## 4. Data Security

We implement robust measures to protect personal data, including:

- Collecting the minimum amount of data needed for our purposes.
- Secure online storage with encryption.
- Role-based access to sensitive data.
- Regular data audits to ensure compliance.

## 5. Data Retention

We retain personal data only for as long as necessary and perform annual opt-in / opt-out checks on the consultant roster. Individuals may instruct GHC to delete their data at any point via [info@gh-consulting.co.uk](mailto:info@gh-consulting.co.uk). Project documents, including contracts and financial documents that will include consultant and client names must be retained for at least 7 years.

## 6. Data Subject Rights

Under GDPR and relevant laws, individuals have the following rights:

- **Access:** Request access to the personal data we hold.
- **Rectification:** Correct inaccuracies in personal data.
- **Erasure:** Request deletion of personal data.
- **Restriction:** Limit the processing of personal data.
- **Portability:** Request a copy of personal data in a structured, machine-readable format.
- **Objection:** Object to processing based on legitimate interests or direct marketing.

Requests can be sent to [info@gh-consulting.co.uk](mailto:info@gh-consulting.co.uk).

## 8. Complaints

Data subjects can raise concerns or complaints about data handling by contacting [info@gh-consulting.co.uk](mailto:info@gh-consulting.co.uk). Complaints will be addressed promptly and transparently.