

Circumstances under which we might process your information

| Processing your personal information is required in order to: | The information that is necessary for this purpose is: | Mindwave Ventures' lawful basis for using your information |
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| use our website | N/A - Our website does not store any information on visitors or use cookies. | N/A |
| contact you in a professional capacity regarding our services | Business contact details | We have a legitimate interest in storing your data to make b2b contact where we feel our services may be relevant. Our approach will be personal; we do not undertake large-scale marketing. |
| work with you on a project you have contracted us to collaborate on | Business contact details Transaction and payment information Records of your interactions with us | This is necessary to enable us to properly administer and perform any contract for the provision of any services and products you have purchased from us. |
| carry out user research or user testing | Contact details Other personal data you may disclose during the research & testing | Participation in user research and/or user testing is voluntary and you will be asked to consent to take part and for us to store pseudonymised data. We may also share pseudonymised or anonymised data with third parties (with your consent). You can decide at any time if/how we can store your data e.g. anonymised only. |
| promote Mindwave Ventures and our products | Images in video and/or photographic form Quotes | Where you (including our staff) have given us your explicit consent to do so. |
| administer your attendance at any workshops, or events | Contact details | This is necessary under your contract with us to enable us to register you and properly manage and administer your |

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| | | attendance. If you are signing up via a separate organisation, you will also have a contract with them. |
| interact with and respond to you on social media | Information contained in your social media profile Information you volunteer as part of your interaction with Mindwave Ventures | We require this information to enable us to respond to you. All information is given voluntarily or is already in the public domain. If you are interacting with us via a separate organisation, for example Facebook, you will also have a contract with them. |
| use information about your physical or mental health (including any injuries) or disability status to ensure your health and safety when partaking in any of our events or activities, or during employment with us | Health and medical information, provided by you when signing up for events and activities or provided as part of employment processes | You have consented to provide us with this information, for your health and safety. We may also collect this information under vital interest, to ensure your safety. |
| consider your application for work with us | Contact details Work history | We have a legitimate interest in storing and processing this information in order to consider you for potential employment opportunities and observe best practice HR & recruitment processes. |
| answer your queries or complaints | Contact details Records of your interactions with us | We have a legitimate interest in providing complaint handling services to you, and official authority to process your requests under the Data Protection Act. |
| gather evidence for possible grievance or disciplinary hearings | all the personal information we collect | We have a legitimate interest to provide a safe and fair environment for all staff and other people and to ensure the effective management of any disciplinary hearings, appeals and adjudications. |