

## **Our Online and Offline Survey Privacy Statement**

For every survey carried out by Sidra Hasberg Analytics, Ghana, please be aware that we take your concerns about privacy seriously and we make every reasonable effort to respect it.

We are committed to protecting your personal information and respecting your privacy. Personal information is defined as any details that will enable you to be identified, such as ID numbers, telephone numbers, address, email address etc.

When designing and executing our surveys and/or research, it is our policy to take all necessary steps to ensure that personal information you provide is processed fairly and lawfully.

Only authorized staff/consultant has access to personal information and they are obliged to respect its confidentiality. We do not sell, rent or exchange any personal information supplied by you to any third party. Nor do we use any of the information you provide for direct marketing or other non-research activities.

It is our policy to monitor our internal procedures regularly to ensure compliance with the relevant statutory requirements in all that we do, including the Data Protection Act in Ghana and the respective country of foreign clients.

## **What we do with the information that we gather from survey responses**

In obtaining your cooperation to participate in the survey, we undertake not to mislead you in any way about the nature of the research or survey we are conducting, the way in which the data is collected and the use that will be made of the survey results.

All of the information that you provide will be treated as confidential and will only be used for research purposes for by our clients. Your comments will not be identified as belonging to you, instead they will be combined with those gathered from other survey participants, and will be analyzed as part of a group. We do not use any of the information you provide for direct marketing or other non-research activities.

If we ask you for personal information that enables you to be identified - e.g. your name, ID numbers, e-mail address or telephone number, we will clearly state why we are asking for it and for your permission to use it for that purpose. For example, it might be to inform the winner of a prize draw or to contact you for follow-up research or survey.

**Provision Data Security**

Our online and offline data collection process collects and store data digitally on the cloud, with cybersecurity, backup and disaster recovery solutions in place. Hasberg Analytics work survey service platform companies that have high-end security protocols and measures put in place. The process ensures your data is safe and always available. This helps to eliminate the vulnerability to damage or loss during transit, storage, or a natural calamity associated with paper-based surveys.