

# Research Participant Privacy Notice

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*Privacy information for respondents, experts and research participants.*

**Last updated: 25 June 2026**

Company: SUAFI  
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Address: 61 Rue de Lyon, Paris, 75012, France  
Website: <https://suafi.io>  
Email: [info@suafi.io](mailto:info@suafi.io)

## 1. Who this notice applies to

This notice applies to individuals who are contacted by SUAFI for potential participation in research, complete a screening questionnaire, participate in an interview, survey, expert call, customer discovery session or similar research activity, are included in our professional research contact database, or receive compensation for participating in a research activity.

## 2. Information we may collect

- name
- business email
- phone number
- country or region
- current and previous job title
- company name
- industry, role and professional experience
- public professional profile, such as LinkedIn
- screening answers
- interview availability
- interview notes
- recordings and transcripts, where applicable
- payment or compensation details, where applicable
- communication history with SUAFI

We may also collect publicly available professional information where it is relevant to identifying suitable participants for B2B research.

## 3. How we use your information

- assess whether your experience matches a research project
- contact you about potential research opportunities
- screen and schedule interviews or surveys
- conduct research sessions
- prepare research summaries and deliverables
- compensate you where applicable
- maintain records of participation
- comply with legal and contractual obligations
- protect the integrity and confidentiality of the research process

## 4. Client sharing and anonymity

Depending on the project, we may share limited participant information with clients where necessary to confirm suitability for the research.

Research outputs are usually shared in an aggregated, anonymized or de-identified format, unless you have agreed to be identified, the project is structured as an identified expert interview, direct attribution is necessary and has been clearly disclosed to you, or disclosure is required by law. We do not sell your personal data.

## 5. Interview recordings and transcripts

Some research sessions may be recorded or transcribed to ensure accuracy and support analysis. Where required, we will inform you before recording. If you do not wish to be recorded, please tell us before the session.

Recordings and transcripts may be used for research analysis, internal quality control, preparation of client deliverables and verification of notes and findings. Access is limited to those who need it for the project.

## 6. Confidentiality expectations

By participating in research, you agree not to disclose confidential information belonging to your employer, confidential information belonging to clients, suppliers or third parties, trade secrets, material non-public information, or information that you are legally or contractually restricted from sharing. SUAFI does not ask participants to breach confidentiality obligations.

## 7. Compensation

Where compensation is offered, the amount and payment method will be communicated before participation. We may collect payment-related information required to process compensation. Such information will be used only for payment, recordkeeping, tax, compliance and related administrative purposes.

## 8. Legal basis

Where applicable, we may process your personal data based on your consent, our legitimate interest in conducting B2B research, performance of a contract or pre-contractual steps, compliance with legal obligations, and establishment, exercise or defense of legal claims.

## 9. International processing

Because SUAFI provides services globally, your data may be processed in countries other than the country where you are located. Where required, we use appropriate safeguards for international transfers.

## 10. Retention

We keep participant data only for as long as reasonably necessary for research, business, legal, compliance and recordkeeping purposes. You may ask us to delete or update your information by contacting [info@suafi.io](mailto:info@suafi.io).

## 11. Your rights

Depending on your location and applicable law, you may have rights to access, correct, delete, restrict or object to the processing of your personal data. You may contact us at [info@suafi.io](mailto:info@suafi.io) to exercise your rights.

## **12. Contact**

SUAFI, SIREN 935 139 105, with an address at 61 Rue de Lyon, Paris, 75012, France. Email: [info@suafi.io](mailto:info@suafi.io). Website: <https://suafi.io>.