

BIOANALYSIS CENTRE COMPLIANCE WITH EUROPEAN UNION GENERAL DATA PROTECTION REGULATION (GDPR)

Privacy Policy Update

On 25 May 2018, the European Union General Data Protection Regulation (GDPR; Ref 1 below) will come into full force. This new regulation will strengthen and unify data protection for all individuals within the EU.

Bio-Analysis Centre is reviewing and updating procedures to ensure heightened security of stored personal data and transparency in how this data is used. Please view our updated Privacy Policy [here](#).

Bio-Analysis Centre Privacy Policy

This policy applies to information held about clients and prospective clients, suppliers and prospective suppliers, contacts and all other persons about whom Bio-Analysis Centre holds information. By 'information,' we mean personal information about you that we collect, use, share and store. In this policy, "we," "us," and "our" means *Bio-Analysis* and "you" means the individual to whom the information relates.

What we collect

- your name;
- your contact information such as your address, email address and telephone number;
- your payment details / financial data i.e. your bank name, account number and sort code as and when necessary for financial transactions;
- information about you that you give us in person at events or by corresponding with us by phone, e-mail or otherwise; and
- information in relation to your purchase of our services.

How we collect information about you

- collecting information given through the contact form found on our website
- collecting information you give to us when you contact us; and
- through corresponding with you by phone, e-mail and otherwise.

We use your information to:

- carry out our obligations arising from any agreements entered into between you and us;
- communicate with you;
- comply with legal and regulatory obligations; and - for security and to check your identity.

Legal basis for processing

Our processing of your personal information is necessary:

- for the performance of contracts to which you will be a party to and in order to take steps at your request prior to you entering into those contracts;
- for the purposes of *legitimate interests* (see below) pursued by us; or
- in order to comply with a legal obligation to which we are subject.

In relation to any processing of special categories of personal data, we will generally rely on obtaining specific consent from you at the time unless there is otherwise a legal requirement for us to process such information.

Legitimate interests

Where our processing is based on the legitimate interest grounds described above, those legitimate interests are: (i) collecting personal information to provide you with a smooth and efficient client experience; (ii) to make sure you receive updated information on *Bio-Analysis* business activities; and (iii) to provide the services you have requested; and (iv) for our own marketing and research.

Sharing your information

Except as expressly set out in this policy we will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

We may also share your personal information with:

- law enforcement agencies, other governmental agencies or third parties if we are required by law to do so; and
- our sister company (deltaDOT) to whom we may pass on your information if we deem that it would be beneficial to resolving any enquiries we may receive.

Transferring Your Information outside the EU

Your personal information may be transferred to, and stored at, a destination outside the European Economic Area ("EEA") and may also be processed by staff operating outside the EEA who work for us, or for one of our service providers. When we, or our permitted third parties, transfer your information outside the European Economic Area, we or they will impose obligations on the recipients of that data to protect your information to the standard required in the European Economic Area or otherwise require the recipient to subscribe to international frameworks intended to enable secure data sharing. In the case of transfers by us, we may also transfer your information where: (i) the transfer is to a country deemed to provide adequate protection of your information by the European Commission; or (ii) where you have consented to the transfer.

Your Rights

At any time, you have the right:

- to request access to or a copy of any personal data which we hold about you;
- to rectification of your personal data, if you consider that the information we are holding is inaccurate;
- to ask us to delete your personal data, if you consider that we do not have the right to hold it;
- to withdraw consent to our processing of your personal data (to the extent such processing is based on previously obtained consent);
- to restrict processing of your personal data;
- to data portability (moving some of your personal data elsewhere) in certain circumstances;
- to object to your personal data being processed in certain circumstances; and
- to not be subject to a decision based on automated processing and to have safeguards put in place if you are being profiled based on your personal data.

Any request from you for access to or a copy of your personal data must be in writing and we will endeavour to respond within a reasonable period and in any event within one month in compliance with data protection legislation. We will comply with our legal obligations as regards your rights as a data subject.

We aim to ensure that the information we hold about you is accurate at all times. To assist us in ensuring that your information is up to date, do let us know if any of your personal details change at the following email address: info@b-ac.co.uk.

How long will we keep your information?

We will only keep the information we collect about you for as long as required for the purposes set out above or as required to comply with any legal obligations to which we are subject. This will involve us periodically reviewing our files to check that information is accurate, up-to-date and still required.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Complaints

Questions, comments and requests regarding this policy are welcomed and should be addressed to info@b-ac.co.uk. If you have any concerns about our use of your information, you also have the right (as a UK resident) to make a complaint to the Information Commissioner's Office,

which regulates and supervises the use of personal data in the UK, via their helpline on 0303 123 1113.

If you wish your data to be deleted, or if you have further questions, please contact info@b-ac.co.uk.

Changes to this policy

Any changes we make to our policy in the future will be notified to you by e-mail. Please check back frequently to see any updates or changes to our policy.

Reference

1. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>



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