

## **Privacy Notice - Website visitors**

### **Introduction**

As a consequence of operating our website we hold information relating to you as a visitor to our website. This means that we process some personal data relating to you and the way you use the website. This is so that we can track usage of the website and also to enable you to contact us via the website (and to deal with any queries you may raise with us).

We intend that this notice will provide transparency and enable every individual to understand how and why their personal data is collected and processed by us.

All references in this Privacy Notice: to "we", "us" and "our" refer to UK Biocentre Limited; to our website to the website at [www.ukbiocentre.com](http://www.ukbiocentre.com); and to "you" and "your" are to you, the user.

If you are an employee or a contractor for UK Biocentre a separate additional privacy notice also applies.

### **What is my 'personal data'?**

Your personal data is simply any information that relates to and identifies you as an identifiable individual whether on its own or as information which can be combined with other information held by us. This might range from your name to the fact that you viewed our website on a particular date.

### **What is data processing?**

Data processing means any action which is performed on data including collection, recording, storing, viewing, altering, transmitting, and disclosing right through to erasure or destruction of the data.

### **Who is responsible for my personal data?**

The Data Controller responsible for your personal data is UK Biocentre. Please ensure that you read this Privacy Notice carefully and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **How are 'Cookies' used?**

Please note that our website may contain links to third party websites which are provided for your convenience. We are only responsible for our own privacy practices and security of our own platforms and therefore we recommend that you check the privacy and security policies of each and every other website / digital platform that you visit.

In common with many other website operators, we use standard technology called 'cookies' on our website. Cookies are small pieces of information that are stored by the browser on your computer's hard drive and they are used to record how you navigate websites on each visit.

For further information on how we use cookies you can access a copy of our Cookie Policy by visiting our website at [www.ukbiocentre.com](http://www.ukbiocentre.com)

### **What information is collected?**

We collect any contact information and any other personal data you may provide to us including: name, email address, job title, telephone number, area of business, job role and other business contact information.

All personal information that we collect about you will be recorded, used and protected by us in accordance with applicable data protection legislation, including the UK General Data Protection Regulation (GDPR) and this Privacy Notice.

We may supplement the information that you provide with other information that we obtain from our dealings with you however we will not use that additional information for purposes which are not clear when you provide your details.

### **How is the information collected?**

We may collect this information from you directly through the online contact forms on our website, on email, in person or via other digital platforms including social media.

### **Lawful basis for processing your personal data**

Our lawful basis for processing data relating to your use of our website that it is in our legitimate interest in maintaining and improving our website.

The use of certain cookies is undertaken with your consent. You have the right to withdraw or vary this consent.

Our lawful basis for sending you marketing information such as newsletters is with your consent and you may withdraw or vary this (and unsubscribe from communications from us) at any time by emailing: [dpo@ukbiocentre.com](mailto:dpo@ukbiocentre.com) with the subject heading "Consent Change" or by clicking the "unsubscribe" link in any such communication received from us.

This will not affect the lawfulness of any use of your information that we make before you withdraw your consent.

We do not collect or process special categories of personal data.

### **What do we do with your personal data?**

If you have asked us to contact you through our website or otherwise we will use your personal data to do so and respond to any enquiries you make. We may also send you information on our products and services by email. With each email you will be offered the option to opt out from receiving any further emails.

### **Is my information shared with other organisations?**

We will not disclose your personal data outside of UK Biocentre except in limited circumstances which are outlined below.

We may share your data with third parties (a) if we are under a legal or regulatory duty to do so, (b) if it is necessary to do so to enforce our contractual rights, (c) to lawfully assist the police or security services with the prevention and detection of crime or terrorist activity, (d) where such disclosure is necessary to protect the safety or security of any persons and/or, (e) otherwise as permitted under applicable law.

### **Will my data be transferred outside the UK or the EEA?**

UK Biocentre does not transfer data connected with website usage outside of the UK or the European Economic Area.

### **How long is my data retained?**

Your personal data is retained for as long as it is necessary for the purposes set out above. Your data will not be retained indefinitely or for reasons incompatible with relevant data protection legislation, including the UK General Data Protection Regulation.

### **What control do I have over my personal data?**

You have the following rights in relation to the personal data that we hold about you:

- Right to correct: the right to have your personal information rectified if it is inaccurate or incomplete;

- Right of access: the right to receive copies of your personal data upon request subject to certain exemptions set out in the law;
- Right to erase: the right to request that we delete or remove your personal information from our systems;
- Right to restrict our use of your information: the right to 'block' us from using your personal information or limit the way in which we can use it;
- Right to data portability: the right to request that we move, copy or transfer your personal information;
- Right to object: the right to object to our use of your personal information including where we use it for our legitimate interests, or where we use your personal information to carry out profiling to inform our market research and user demographics. If you raise an objection we will stop processing your personal information unless very exceptional circumstances apply, in which case we will let you know why we're continuing to process your personal information.

We will use reasonable efforts consistent with our legal duty to facilitate your rights in accordance with data protection legislation.

### **Is my personal data used in any form of automated decision making?**

We do not use automated decision making and nor do we intend to do so. (If we do start to use automated decision making then will provide you with details of the logic used, the significance and the possible consequences.)

### **Peace of Mind**

We take data protection seriously, and we take the protection of your personal data seriously. We have in place appropriate technical and organisational security measures to protect your personal data against unauthorised or unlawful use, and against accidental loss, damage or destruction.

We only collect and use your data for lawful, appropriate purposes. We do not pass your information to third parties so that they can market goods or services to you.

### **Changes to this Privacy Notice**

We aim to meet high standards and so our policies and processes are subject to review. From time to time we may change this Privacy Notice and will inform you, usually in writing or by publishing updated content to our website.

### **How can you contact us?**

If you have any questions about this Privacy Notice, wish to exercise any of your data protection rights, you have any concerns or you are dissatisfied with the handling of your personal data, please contact our Data Protection Officer at:

Email: [dpo@ukbiocentre.com](mailto:dpo@ukbiocentre.com)

Post: Should be sent for the attention of the Data Protection Officer at:

UK Biocentre  
Units 2 & 3  
Java Park  
Bradbourne Drive  
Tilbrook  
Milton Keynes  
MK7 8AT

### **Complaints**

If you are not satisfied we have addressed your concerns adequately, you have the right to lodge a complaint to a relevant supervisory authority. (In the UK the supervisory authority is

the Information Commissioner's Office.)  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

You can also contact the Information Commissioner's Office by visiting their website  
<https://www.ico.org.uk>