

## DATA POLICY

### 1. Introduction

BioPartner UK communicates industry news, events and discount offers through direct marketing channels - provided by reputable contractors ([icontact](#), [peakfactor](#) and [Meeting Mojo](#)) with data held on secure cloud servers.

This policy covers our terms and conditions, disclaimers and use of personal information that we collect when you use our websites. The policy also gives you information about submitting your details, cookies, use and storage of your personal information and access to your personal information.

If you wish to register for an event that we advertise on one of our websites you will be asked to submit personal information about yourself (e.g. your name, company name and address etc.). You may find that some fields will be mandatory in order for you to register your attendance. By entering your details in the fields requested you will be consenting to the collection, processing and storage of the information you provide.

We take great care of any personal information you provide to us and we ensure that all information is disposed of, if it is no longer required for business purposes. We do not pass on data to third parties, agencies or our contractors, however we may share data relating to specific events with the UK government's [Department for International Trade](#) (DIT), and our production partner [Teamworks](#), using secure means.

We keep all computer files secure using password and restricted access, which are monitored on a regular basis. All archived database and online documents are stored on a secure in-house server and working documents in [Dropbox](#). Printed information is kept in a lockable store. Discarded printed information is shredded.

BioPartner UK is registered with the Information Commissioner (reg no. Z9627577) with reference to the Data Protection Act 1998. For more information please visit their website at [www.ico.gov.uk](http://www.ico.gov.uk)

### 2. Site information

We try to maintain the highest standards of quality in the information provided on our websites. Despite our best efforts, this information may become out of date over time, or we may make mistakes. If you spot errors or out of date information, please e-mail [info@biopartner.co.uk](mailto:info@biopartner.co.uk), we value your feedback.

Whilst every care has been taken to ensure the accuracy of information on our website, BioPartner UK accepts no responsibility for any errors, omissions, or misleading information from event advertisements. In line with this BioPartner UK is not liable for any action you may take as a result of relying on such information.

### **3. Updating details**

If any of the information that you have provided to BioPartner UK changes or if you wish to cancel a registration please let us know by sending an e-mail to [info@biopartner.co.uk](mailto:info@biopartner.co.uk) or by writing to us at: BioPartner UK, 16 Old Queen Street, London SW1H 9P, United Kingdom.

### **4. Surveys and feedback**

Sometimes, we request information and opinion from those that use DIT services, join one of our UK delegations, or attend the annual Anglonordic Life Science Conference. When we ask you for feedback or survey your opinion, we adhere to the guidelines set out by the Market Research Society (MRS). For more information, see <http://www.mrs.org.uk/standards/guidelines.htm>

### **5. Our use of cookies**

We may sometimes use cookies to store login or other information on your computer. A cookie is a small amount of data, which often includes an anonymous unique identifier that is sent to your browser from a website's computer and stored on your computer's hard drive. If you do not wish to store cookies, you can set your Internet preferences to reject them. If you do so, this can result in certain personalised services not being available to you but you can still browse our website anonymously.

### **6. Contacting you**

From time to time we may wish to provide you with information about services, products or events that we think are of interest to you. We believe that contacting you falls under the Legitimate Interest clause in the General Data Protection Regulation. If you would rather not receive this information please send e-mail to [info@biopartner.co.uk](mailto:info@biopartner.co.uk) asking to unsubscribe.

You have the right to request a copy of the personal information we hold about you, and to have any inaccuracies corrected. To do this please e-mail [info@biopartner.co.uk](mailto:info@biopartner.co.uk) or write to us at: BioPartner UK, 16 Old Queen Street, London SW1H 9P, United Kingdom.

### **7. Terms & Conditions**

This website and content is owned and operated by BioPartner UK. All intellectual property rights associated with the content of this website are owned by us, except where otherwise stated. You may not reproduce, modify, or use for financial gain any material on this site without first obtaining permission from us.

BioPartner UK may change these terms and conditions without notice; and the Directors will review this data policy annually.

## 8. Processes

When you register for an event on our website, or provide your contact details to us in person or by email, your details are held in the BioPartner Online dataset hosted by peakfactor GmbH. This data is downloaded to Dropbox and used for the administration of the event, and thereafter to contact you (see section 6). Event registration forms uploaded to our website after GDPR rules come into force (May 25<sup>th</sup> 2018) will have an opt-out box.

BioPartner UK's contact database is held on an in-house server and copied to icontact for each mailout. Do Not Contact and Unsubscribe options are automatically included in each email and subsequent contact is blocked by the system. Invitation and Attendee lists for the Anglonordic Life Science Conference are also stored and both registered and potential delegates will be contacted at intervals, with opt-out options.

Datasets are transferred internally via Dropbox and externally via [WeTransfer](#). Excel spreadsheets are not shared directly with other staff members or contractors.

## 8. Disclaimer

BioPartner UK's websites include links to other websites for additional information supplied to us by other organisations. We cannot be held responsible for any errors, omissions, or misleading information on these pages, banners, links or adverts and we do not accept any liability for action you may take as a result of relying on information from these areas.

*Last updated 25 May 2018*