

## DATA POLICY

### 1. Introduction

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, usually shredded, if it is no longer required for business purposes. We do not pass on data to third parties, agencies or our contractors, however we do share data relating to our events with our clients, using secure means.

We keep all paper and computer files secure using password and restricted access, which are monitored on a regular basis. All database and online documents are stored on a secure server. Discarded information is shredded.

BioPartner.co.uk is registered with the Information Commissioner 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 Despite our best efforts, this information may become out of date over time, or we may make mistakes. If you spot errors or out of date information, please e-mail [info@biopartner.co.uk](mailto:info@biopartner.co.uk), we value your feedback.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.co.uk accepts no responsibility for any errors, omissions, or misleading information from event advertisements. In line with this BioPartner.co.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.co.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.co.uk, The Magdalen Centre, Oxford Science Park, Oxford OX4 4GA. UK.

#### 4. Surveys and feedback

Sometimes, our clients request information and opinion from those that use their services. 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. 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.co.uk, The Magdalen Centre, Oxford Science Park, Oxford OX4 4GA. UK

#### 7. Terms & Conditions

This website is owned and operated by BioPartner.co.uk. The content will either be Crown copyright, or owned by us – this will be clearly stated at the foot of each page. 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 getting permission from us.

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

#### 8. Disclaimer

Biopartner.co.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 July 2008*