

## **Iceni Diagnostics Ltd Privacy Notice**

V3.1 July 2018

Iceni Diagnostics Ltd provides bespoke solutions in glycoscience R&D. We are developing our own diagnostic and therapeutic products as well as engaging in collaborative and contract R&D activities.

This privacy notice applies to all people and organisations who engage with Iceni Diagnostics and tells you what to expect when we collect and process your personal information.

Below we set out:

- The types of personal data we may collect and process when you interact with Iceni Diagnostics
- The reason (lawful basis) we collect and process your data
- How we store, process and keep your data safe
- Your rights under the EU General Data Protection Regulation (GDPR)

If you have any queries about the content of this Privacy Notice, or any other aspect of how we collect and process your data, please contact us at **[dataprotection@icenediagnostics.com](mailto:dataprotection@icenediagnostics.com)**

### **The data we collect and process**

We collect data directly from you (the data subjects) and we act as the data controller.

The type of data we collect and process depends on your interaction with us. This is set out in more detail in the tables at the end of this Notice

### **The lawful basis for data collection**

The lawful basis for collecting and processing your data depends on who you are and the reason we have collected your data. This is set out below.

If you are a current / prospective / previous employee we collect data to:

- Be able to act as your employer and be able to pay your salary / pension / tax (lawful basis = contract)
- Comply with UK Government requirements e.g. employment legislation; HMRC and pensions requirements (lawful basis = legal obligation)
- To raise share funding (lawful basis = legitimate interest)
- Provide employment references (lawful basis = consent)
- Be able to bid for external grant funding (lawful basis = legitimate interest)
- Undertake visits to research partners / contractors (lawful basis = legitimate interest)
- Be able to publicise / market our services and products (lawful basis = legitimate interest)

If you are a current / prospective / previous Director / Board Member / Shareholder we collect data to:

- Make payments such as Board fees and Share Dividends (lawful basis = contract)
- Comply with UK Government requirements (lawful basis = legal obligation)

- Raise share funding (lawful basis = legitimate interest)
- Be able to publicise / market our services and products (lawful basis = consent)

If you are a visitor / intern we collect data to:

- Ensure you have the correct access to the building / IT systems (lawful basis = contract)
- Ensure you are correctly insured whilst on site (lawful basis = contract)
- Provide employment references (lawful basis = consent)
- Be able to publicise / market our services and products (lawful basis = consent)

If you are a co-applicant on a proposal for external grant funding we collect data to:

- Prepare bids for submission to the external funder (lawful basis = legitimate interest)

In addition, should the bid be successful, we may also collect additional data in order to:

- Fulfill the external grant funder requirements for the duration of the funding and beyond (lawful basis = legitimate interest)
- Comply with UK Government requirements (lawful basis = legal obligation)
- Undertake visits to research partners / contractors (lawful basis = legitimate interest)
- Be able to publicise / market our services and products (lawful basis = legitimate interest)

### **Keeping your data safe**

All personal data will be:

- Stored in a secure manner, whether held electronically or as hard copy
- Password protected / encrypted when transferred electronically
- Shared, within and beyond Icen Diagnostics, only to carry out the purpose for which it was collected
- Kept for the minimum length of time required and then destroyed

### **Your rights under GDPR**

In addition to the rights to know what data we collect and how we use it, which are detailed above, you also have the following rights in relation to the personal data that Icen Diagnostics collects and processes:

- To see the personal data that we hold
- To request that any inaccurate data is rectified
- To request that your data is erased (the right to be forgotten)

To pursue any of these rights, please contact us via [dataprotection@icenediagnostics.com](mailto:dataprotection@icenediagnostics.com)

**Personal Data We May Collect**

<b>DATA SUBJECT:</b>	<b>EMPLOYEES</b>	<b>JOB APPLICANTS</b>	<b>DIRECTORS / BOARD MEMBERS</b>	<b>SHAREHOLDERS</b>	<b>VISITORS / INTERNS</b>	<b>FUNDING CO-APPLICANTS</b>
<b>DATA COLLECTED:</b>						
<b>NAME</b>	X	X	X	X	X	X
<b>EMAIL ADDRESS</b>	X	X	X	X	X	X
<b>HOME ADDRESS</b>	X	X	X	X	X	
<b>WORK ADDRESS</b>		X			X	X
<b>TELEPHONE - HOME</b>	X	X	X	X	X	
<b>TELEPHONE - WORK</b>		X			X	X
<b>TELEPHONE - MOBILE</b>	X	X	X	X	X	
<b>GENDER</b>	X	X	X	X	X	X
<b>DOB</b>	X	X	X	X	X	X
<b>EMPLOYMENT HISTORY</b>	X	X			X	
<b>SICKNESS RECORDS</b>	X					
<b>HEALTH INFORMATION</b>	X				X	
<b>FTE</b>	X		X			
<b>HOLIDAYS</b>	X					
<b>IMAGES</b>	X		X		X	X
<b>PASSPORT / VISA DETAILS</b>	X	X		X		
<b>NI NUMBER</b>	X		X	X		
<b>SALARY/PAYMENT</b>	X		X	X		
<b>PENSION</b>	X					
<b>BANK ACCOUNT DETAILS</b>	X		X	X		

**External Parties We May Share Personal Data With**

<b>Data Subject:</b>	<b>EMPLOYEES</b>	<b>DIRECTORS / BOARD MEMBERS</b>	<b>SHAREHOLDERS</b>	<b>VISITORS / INTERNS</b>	<b>CO-APPLICANTS FOR GRANTS</b>
<b>External Party:</b>					
<b>UK GOVERNMENT / HMRC</b>	X	X	X		X
<b>COMPANIES HOUSE</b>		X	X		
<b>PENSION PROVIDER</b>	X				
<b>ACCOUNTANTS</b>	X	X	X		
<b>SOLICITORS</b>	X	X	X		
<b>INVESTORS</b>	X	X	X		
<b>FUTURE EMPLOYERS</b>	X			X	
<b>PLACEMENT PROVIDERS</b>				X	
<b>RESEARCH PARTNERS</b>	X				X
<b>CONTRACTORS</b>	X				X
<b>GRANT FUNDING BODIES</b>	X	X			X
<b>SOCIAL MEDIA / WEB / PRESS</b>	X	X	X	X	X
<b>BUILDING MANAGEMENT</b>	X	X		X	
<b>INSURANCE COMPANY</b>	X	X		X	
<b>IT PROVIDERS</b>	X	X		X	