

# Data Protection Policy

## Introduction

Solent Scientific Ltd needs to gather and use certain information about individuals. These can include customers, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes personal data that is collected, handled and stored to meet the company's data protection standards — and to comply with the law e.g. Regulation (EU) 2016/679 General Data Protection Regulation (GDPR).

## Why this policy exists

This data protection policy ensures we:

- Comply with data protection law and follow good practice
- Protect the rights of staff, customers and partners
- Are open about how we store and process individuals' data
- Protect ourselves from the risk of a data breach

## Data

**What we need:** We collect personal/business data about you such as, but not limited to, Name, Address(es), Contact Number(s), E-mail Address(es).

**Why we need it:** We need this data to be able to communicate and enable the running of the day to day business processes e.g. Quote & Order processing, Purchasing, Accounts etc....

**What we do with it:** All the personal data we process is processed by our staff in the UK and is kept within our Accounting and/or Database programs. No 3<sup>rd</sup> parties have access to your personal data unless the law allows them to do so.

**How long we keep it:** We are required under UK tax law to keep business records (your basic personal data) for a minimum of 7 years. As per our quality assurance policy and traceability product serial number records are kept indefinitely (unless requested otherwise). The information we use for marketing purposes will be kept until you notify us that you no longer wish to receive this information.

**What we would also like to do with it:** From time to time we send out product information on new products. If you wish to sign up to receive these e-mails please let us know by Phone, E-mail or sign up by clicking the link [here](#).

**Sensitive Personal Data:** We do not intentionally collect what is commonly referred to as 'sensitive personal data' e.g. racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life, or details of criminal offences.



# Data Protection Policy

## What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Controller and Data Protection Officer (Derrick Atkins) at [dataprotection@solentsci.com](mailto:dataprotection@solentsci.com) and we will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).