

## 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, 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 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. Printed information is kept in a lockable store. Discarded printed information is shredded.

Biopartner.co.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 Despite our best efforts, this information may become out of date over time, or we may make mistakes. If you spot errors or out of date information, please e-mail [info@biopartner.co.uk](mailto:info@biopartner.co.uk), we value your feedback.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.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, St James House, 13 Kensington Square, London W8 5HD, United Kingdom.

#### **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, St James House, 13 Kensington Square, London W8 5HD, United Kingdom

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

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#### **8. Disclaimer**

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