

## Earthbound Scientific Ltd Privacy Policy

### Our contact details

**Address:** Data Compliance Officer, Earthbound Scientific Ltd, Department Of Biology, Wentworth Way, York, United Kingdom, YO10 5DD

**E-mail:** [enquiries@earthboundscientific.com](mailto:enquiries@earthboundscientific.com)

**Date of policy:** 15<sup>th</sup> March 2023

### 1. The type of personal information we collect

We currently collect and process the following information:

Personal identifiers, contacts, and characteristics (for example, name and contact details)

### 2. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- sales and service enquiries

We use the information that you have given us in order to

communicate with you

enable sales and services transactions

keep you up-to-date with our products and services and general company activity

We may share this information with official Earthbound Scientific Ltd overseas distributors and sub-contractors who may be undertaking work on our behalf.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- **Your consent - You are able to remove your consent at any time.** You can do this by contacting [enquiries@earthboundscientific.com](mailto:enquiries@earthboundscientific.com)
- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We need it to perform a public task.
- We have a legitimate interest.

### 3. How we store your personal information

Your information is securely stored.

The length of time that data will be kept may depend on the reasons for which we are processing the data and on the law or regulations that the information falls under, such as financial regulations, Limitations Act, Health and Safety regulation etc.

Personal data obtained through sales enquires or purchasing are kept permanently, or until you request that we remove your personal data from our records.

We will then dispose of your information by deleting all digital and paper copies.

### 4. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [enquiries@earthboundscientific.com](mailto:enquiries@earthboundscientific.com), or Data Compliance Officer, Earthbound Scientific Ltd, Department of Biology, Wentworth Way, York, United Kingdom, YO10 5DD if you wish to make a request.

## 5. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [enquiries@earthboundscientific.com](mailto:enquiries@earthboundscientific.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>