# ***Privacy policy***

# What is GDPR?

GDPR stand for General Data Protection Regulation, more commonly known as GDPR. The current regulation was adopted in 2016 and put into full effect on 25th May 2018 after an adjustment period.

# Why do we have GDPR?

Technology is rapidly advancing. We almost live in uncharted territory where technology is concerned, and whether you realise it or not, you share a vast amount of data.

Everyday, roughly, we create 2.5 quintillion bytes of data. And this is only going to grow.

Previous data protection laws did not sufficiently follow this development. Your personal data does not belong to me, It is yours, and therefore I have a duty to protect it.

GDPR has been created to give you control over your data. This affects Curie Scientific as we have a duty to:

* Inform you how your data is handled
* What data is collected
* By who in relation to my business
* How it is used and why

These are your rights. And these rights give you the ability to question me on all of the above, and, where you feel necessary, request for the data to be deleted, transferred or rectify an issue with what is stored.

You have the right at ANY time to request that your data be deleted and removed from my system, All you need to do is email me at sales@curiescientific.co.uk

# Business and supply chains who will have your data

The only circumstance where I will share any of your data are for postage means. When you place an order I will pass relevant information onto the courier for delivery purposes

I establish a relationship of trust and integrity with all my suppliers, which is built upon mutually beneficial factors. The supplier selection and on-boarding procedure includes due diligence of the supplier's reputation, respect for the law, compliance with health, safety and environmental standards, and references. GDPR is included in this. More information is below on how I will uphold GDPR regulations and rules.

Antivirus software provided by- [Sophos: Defeat Cyberattacks with Cybersecurity as a Service](https://www.sophos.com/en-us)

# GDPR at Curie

Here at Curie I take you privacy very seriously.

As I am such a small business I do things very differently to others. To break this down, I am going to use the 7 principles of GDPR to explain how I use your data, these are in no particular order.

* Purpose limitation- I only directly collect data I need to fulfil your orders/ enquiries. I have an excel spreadsheet with any data gathered from the government website, which gives the schools details freely available such as the name, address, telephone number etc. As part of my marketing campaign, you may receive a call from me requesting a direct email address for a science technician so I can share details of my products and services with the relevant person in the establishment. This data is all stored on a hard drive which I only use at times I am making the calls mentioned above. This spreadsheet is not shared with anyone. I do not collect any data that is not necessary to my business purpose. All data is necessary to fulfil an order, keep you updated with any products service. When you visit my website, it is powered by GoDaddy, Their policies can be found at the following link- [GoDaddy UK Legal Agreements | Our TOS Agreement - GoDaddy UK](https://www.godaddy.com/en-uk/legal/agreements)
* Lawfulness, fairness and transparency principle- Data is only used for delivery of products and communication via email or telephone call to promote the business and products I have available. If you sent an email enquiry and your person email is not on my file. I will ask for permission to hold this data in a reply. If I have no response, this will not be kept.
* Accuracy principle- at certain times, I will request to check that the email address I have is still relevant and that I am contacting the correct person. This is so I can ensure I have accurate information.
* Storage limitation- this restricts the amount of time I should store data. In relation to the business, the data I collect will be stored until either I am told that the email address is no longer relevant, or when I am doing an audit on current contact details I am informed that the email address is no longer valid, or that the school no longer exists.
* Data minimisation- this means I only store data that is essential to the service I provide which includes- school address and location, telephone number, status, science technician (or other relevant contact) email address, opening hours (for delivery purposes).
* Integrity and confidentiality principle- this could also be known as security principle and it defines the implementation of appropriate technical and organisational measures. The technology I use is protected by antivirus software, and all data is stored on an external hard drive that is only connected to a computer on the days I am making contact with schools as it has phone numbers and school names/ location on it.
* Accountability principle- This serves as a reminder to me that I am responsible for all the above principles.

# Your rights:

As part of GDPR legislation you have the following rights:

* The right to be informed about what data I have about you, who I am (as I am the person with the data) how long I intend to keep the data, how you can file a complaint (email me at sales@curiescientific.co.uk) and if I share your data (mentioned above with courier/ packer of order)
* You have a right to submit an access request to attain information about whether you information is being processed, why it is being processed, what category of information is being processed, who I share it with, how long I will keep it, your rights, where I gather the information from (GOV. website and personal phone calls) and any automated decision making.
* The right to rectification- you can ask me to update any inaccurate or incomplete data I have for you. I have a legal deadline to respond within 1 month.
* The right to be forgotten (the right to erasure)- this allows you the right to ask for your details to be deleted, For me personally, if you want it deleting, no reason needs to be given. All I will need is the school address and your email address and I will do this no questions asked. This will also be passed onto anyone else I work with who may have processed your details for order fulfilment purposes.
* Restrict processing rights- you can request I limit the use of your data- for example, you can request that I send you emails for confirmation of deliveries etc, but that you do not want to receive information/ marketing emails.
* Data portability- this allows individuals to obtain personal data you have previously provided Curie in a structured, commonly used and machine readable format. This only applies to data that you have provided Curie by consent or contract and if the processing is automated.
* Right to object processing- allows the individual to object to the processing of personal data at anytime
* Rights in relation to automated decision-making and profiling- GDPR introduced strict rules when it come to the processing of personal data that is done without human involvement. However this will not apply if the processing is necessary for the performance of a contract, if it is authorised by the law or if the processing is based on explicit consent.

Training
In addition to this document, I intend to partake in training provided from various providers and to regularly read articles on this policy and the compliance of GDPR and the law.

[Signature] [Date] 12/8/2024

