Bio2Business Limited

This is a website specifically designed for business to business use. It is not designed nor intended for private or consumer use.

If you wish to use this website for private study or research or you have accessed this website using a non-commercial network or private computer you must read these terms and conditions before proceeding further.

If you proceed through this to elsewhere in the website, page by acknowledging this privacy statement you thereby consent to the processing of your personal information.

This website is brought to you by Bio2Business Limited (company no. 05212723). We are committed to protecting and respecting your privacy. This privacy policy, together with our terms and conditions have been created to demonstrate our firm commitment to your privacy.

For the purpose of the Data Protection Act 1998, we Bio2Business Limited ('we' or 'us' is the 'data controller' (ie the company who is responsible for, and controls the processing of, your personal data). You should also read carefully Section 3 below and our cookie policy[click here]

1. INFORMATION WE MAY COLLECT FROM YOU

- 1.1 We may collect and process the following data about you:
 - 1.1.1 Information that you provide by filling in forms on our site. This may include, but is not limited to, information such as your name, address, phone and email address or professional profile. For an example, we will obtain your personal data when you register to use this site, subscribe to our services, requesting, applying for or entering further services (including, but not limited to, a competition or promotion), making an enquiry or feedback, and reporting a problem from which your personal information can be ascertained to any part of our website.
 - 1.1.2 Additional information about you such as your professional interests, your experiences with us, and more detailed contact preferences in order to improve our communications with you as well as to notify you of our products and services. We may also obtain sensitive personal data about you if you volunteer it during the completion of an online form or by uploading content to our website which discloses personal information such as your ethnic origin, sex, or financial information including details of credit or debit cards to effect payment through the website. By providing us with any such information, you will thereby be consenting to us processing it
 - 1.1.3 Records of correspondence (such as telephone conversations and emails) which may be made if you contact us for the purpose of quality assurance, training, fraud prevention and compliance and for the necessary deterrence of other antisocial or criminal activity.
 - 1.1.4 Personal information you may provide by responding to any survey sent to you,. Any such survey is intended for business to business use and development by us
 - 1.1.5 Details of any transactions you carry out through our site responses to your inquiries and of the fulfilment of your orders.

1.1.6 Details of your visits to our site including how many times you visit, which pages you go to, traffic data, the originating domain name of another user's internet service provider and the resources that you access and/or download.

1.2 Information about other individuals

- 1.2.1 If you give us information on behalf of someone else, you confirm that the other person has appointed you to act on his/her behalf and has agreed that you can:
 - (a) give consent on his/her behalf to the processing and retention of his or her personal data;
 - (b) receive on his/her behalf any data protection notices;
 - (c) give consent to the transfer of his/her personal information abroad;
 - (d) give consent to the processing of his or her personal information or sensitive personal information as the case may be;
- 1.2.2 Provided always that we cannot accept responsibility for policing the submission of personal information or sensitive personal information of a person who, unknown to us, is a minor for whom no responsible parent or guardian has provided consent. It is for parents and guardians of minors to ensure that no minor has unsupervised access to this website, or access in which the minor 's personal information is thereby disclosed to us.

2. IP ADDRESSES

When you use this website, our system which is designed for business-to-business operation may collect information about your computer, including where available your IP address, operating system and or browser type for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify you personally.

3. COOKIES

We may monitor your usage of this website. Our website uses cookies to distinguish you from other users of our website. This allows us to improve our site. We do this by placing a 'cookie', which is a small file, on your computer's hard disk. For detailed information on the cookies we use and the purposes for which we use them please see our cookie-policy[click-here].

4. WHERE WE STORE YOUR PERSONAL DATA

- 4.1 We will take all reasonable steps necessary to ensure that your data is treated securely and in accordance with this privacy policy.
- 4.2 All information you provide to us is stored on secure servers.
- 4.3 Where we have given you (or where you have chosen) a password unique to you which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.
- 4.4 Whilst we will use all reasonable efforts to safeguard your personal data, you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security of any data which are transmitted from you or to you via the internet; you accept that any transmission made by you or to you is at your own risk.

5. USES MADE OF THE INFORMATION

5.1 We use information held about you in the following ways:

- 5.1.1 To help us identify you and any accounts you hold with us in ensuring that the content from our website is presented in the most effective manner for you and for your computer;
- 5.1.2 To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- 5.1.3 To notify you any changes to this website or our services which may affect you;
- 5.1.4 To carry out our obligations arising from any contracts entered into between you and us:
- 5.1.5 To enable you to participate in the interactive features of our event partnering software which is a key feature of the service provided by Bio2Business events, allowing you to arrange 1 to 1 meetings at events if you should wish to:
- 5.1.6 To share and display your personal data on a limited basis via pages accessible by the public on our website such as your job function and your company unless you have asked us not to do so at the time your data were obtained.
- 5.1.7 to contact you (as an existing customer) by electronic means (e-mail or SMS) with information about goods and services similar to those which were the subject of a previous service to you or which may be of interest to you;
- 5.1.8 If you are a new <u>customer</u>, we may contact you by electronic means only if you have consented to this;
- 5.2 If you do not want us to use and process your data in this manner, please tick the relevant boxes provided on the form from which we collect your data.

6. DISCLOSURE OF YOUR INFORMATION

- 6.1 We may disclose your personal information to third parties:
 - 6.1.1 In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
 - 6.1.2 If we or substantially all of our assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
 - 6.1.3 If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions and other agreements; or to protect the rights, property or safety of us, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
 - 6.1.4 our agents and service providers(e.g providers of web hosting or maintenance services)
 - 6.1.5 law enforcement agencies in connection with any investigation to help prevent unlawful activity

6.2 We may need to transfer your personal data to countries outside the EEA:

On your first access through this site you agree and when you register on this website you agree that by the business-to-business nature operation function <u>and purpose</u> of the facilities and services offered on this website your personal data may eventually be accessible to accessors and readers outside the European Economic Area and thereby "transferred" to countries outside the European Economic Area. Any coordinated transfer of personal data which we initiate without your intervention will be subject to contractual provisions that will safeguard your personal data to the extent reasonably possible given the use of this website

7. YOUR RIGHTS

- 7.1 As a private individual whether or not a consumer you have the right, subject to the payment of a small fee (currently £10) to request access to personal information which we may hold about you. If you wish to exercise this right you should put your request in writing, include proof of your identity and address (eg a certified copy of your driving licence or passport, and a recent utility or credit card bill), attach a cheque in the amount of £10 made payable to Bio2Business Limited, and specify the personal information you want access to, including any account or reference numbers where applicable.
- 7.2 You have the right to require us to correct any inaccuracies in your information free of charge. If you wish to exercise this right you should put your request in writing, provide us with enough information to identify you (eg account number, username, registration details), and specify the information that is incorrect and whether you wish it to be removed or corrected.
- 7.3 You have the right to ask us to stop processing your personal information for direct marketing purposes. If you wish to exercise this right you should put your request in writing (an email sent to registrations@bio2business.com with a header that says 'Nomoremarketing' is acceptable), provide us with enough information to identify you (eg account number, username, registration details). If your objection is not to direct marketing in general, but to direct marketing by a particular channel (eg email or telephone) please specify the channel to which you are objecting.
- 7.4 Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Their inclusion cannot be taken to imply any endorsement or validation by us of the content of said website.

8. CHANGES TO OUR PRIVACY POLICY

We may change this policy from time to time. You should check this policy occasionally to ensure you are aware of the most recent version which will apply each time you access this website.

9. CONTACT

9.1 Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

Customer Services Bio2Business Ltd. London BioScience Innovation Centre 2 Royal College Street
London
NW1 0NHTel: +44 (0)207 691 3568
Email: registrations@bio2business.com

9.2 We endeavour to process all requests as promptly as practicable,.