



Policy on the Use of Personal Information

Introduction

This policy is concerned with the collection, storage, use and disclosure of all personal data by Sussex biological limited.

Policy

- All personal data must be processed fairly and lawfully in accordance with the Data Protection Act.
- Transparency is required on the intended use of all personal data.
- Only the minimum amount of personal information may be collected and retained.
- Personal information is not to be used in a manner which causes unjustified adverse effects to that individual.
- Sussex Biologicals Limited will act against accidental loss, destruction or damage to personal data.
- Sussex Biologicals Ltd will respond to any information rights concerns clarifying how the individual's data has been processed. If that individual is not satisfied they may report their concerns to the Information Commissioner's Office (ICO).

Subject Access Requests

Requests for personal data may be made to:

Elliott Ing

Senior Developer

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