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# PRIVACY POLICY

Updated: 24th May 2018

## Privacy Policy

This privacy policy sets out how UK NEQAS Reproductive Science (UK NEQAS RS) aims to meet the requirements of the General Data Protection Regulation (GDPR – Data Protection Act 2018).

UK NEQAS RS is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

UK NEQAS RS may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are up to date with any changes.

## Data Controller

UK NEQAS RS is the Data Controller for all other data obtained via this website or by other means unless otherwise explicitly stated. We may be contacted via email at [repscience@ukneqas.org.uk](mailto:repscience@ukneqas.org.uk). Further information on how to contact UK NEQAS Reproductive Science may be found on our website.

## What we collect

On contacting UK NEQAS RS either via our website, phone, email or in person you will be asked to provide personal information for you or your staff when joining the scheme. The reason for us requesting and processing this information is to provide the best service to you. If you are submitting personal data on behalf of a colleague, you should obtain their permission before submission.

We may collect, store and use the following kinds of personal data:

(1) We will typically hold your name and contact details, including physical address, telephone number and email address. However we may request other information where it is appropriate and relevant.

(2) Any other information shared with us as per clause 1

## What we do with the information we collect

We require this information to understand your needs and provide you with a better service, and for the following reasons:

- Enable you to register as a participant in our EQA Programmes;
- Maintain participation details and various statistical processing configuration parameters [for said EQA Programmes];
- Send you EQA specimens;
- Enable us to contact you with respect to the publication of EQA Reports;
- Provide you with the services, products or information you have signed up to/requested;
- Deal with enquiries and complaints made by or about you relating to the website, the delivery of our service or us in general;



- Provide you with quotations for EQA Programme subscriptions;
- Audit and/or administer our accounts

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us via [repscience@ukneqas.org.uk](mailto:repscience@ukneqas.org.uk) . We will promptly correct any information found to be incorrect.

#### Your Individual Rights

You have the following rights in regard to the data that we collect and store:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Should you wish to exercise any of these rights, please contact us.

#### **Security**

We are committed to ensuring that your information is secure.

In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

#### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement.