

Privacy notice of Galson Sciences Limited (GSL)

This privacy notice sets out how we handle personal information (data) that you provide to us. This privacy notice is non-contractual and does not form part of any employment contract, consultancy or associate agreement or any other contract for services.

1. Business Contacts

We hold business contact details for clients and customers. This data may be provided to other clients and customers for legitimate business purposes. It may also be used to send a communication such as a Christmas greeting to our clients and customers. We review our contacts list periodically in an effort to ensure it is as up to date as possible but may not always know if a contact has moved on to another organisation or retired. We appreciate all our clients and customers keeping us updated with changes to their data. Clients and customers may at any time write to the GSL Office Manager to advise of changes or to let GSL know that they no longer wish to receive mailings.

2. Consultants and Associates

If we are required to carry out a security check we will require personal data and original documents confirming such information as your name, address, employment history and right to work in the UK, and this will be shared with other parties in order to obtain a Disclosure and Barring Service certificate and used for UK Security Vetting. Clients and customers may be provided with details relating to your security clearance if required by them to enable you to work on a project or to have access to information. This is a legal obligation for working in a regulated area.

3. Job applicants

All of the data you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements. We will not share the data you provide to us with any third parties for marketing purposes or store any of your data outside of the UK. This data will be held securely by us in physical and/or electronic format.

We will use the contact details you provide to us to contact you during the application process, and other data will be used to assess your suitability for the role. We will require sight of your passport and other documents to confirm your right to work in the UK in order to comply with our legal obligations under employment law. If you are invited to work for us we will need to obtain a Disclosure and Barring Service certificate and undertake UK Security Vetting. This will involve sharing your data with third parties. This is a legal obligation for working in a regulated area.

We will not retain your data for longer than necessary for the purpose for which you gave it to us. If you work for us, this data may be held in your personnel file whilst you work for us, and retained after you leave the company to enable us to fulfil our legal obligations and deal with your pension.

If you are not successful, this data will be held securely by us, in electronic and/or hardcopy, for a period of no longer than twelve months.

4. Former employees

Employee data may be retained once an employee has left the company as this could be required, for instance, for an employment tribunal, pension matter, reference request or to invite an ex-employee to a staff social event. A former employee may request the deletion of this data (in writing) after 12 months (or such longer period that conforms to current legislation on employment tribunals) where GSL is no longer the trustee for any pension arrangement.

Former employees must advise the GSL Office Manager in writing of any changes in their address or other relevant data; GSL will not be responsible for any inaccurate personal data held if this has not been done.

5. Contact information

If you have any questions or wish to advise GSL of any changes to your data, please contact the GSL Office Manager at office@galson-sciences.co.uk or Galson Sciences Limited, 5 Grosvenor House, Melton Road, Oakham, Rutland LE15 6AX.

Data Controller - the Managing Director Dr Daniel Galson.

6. Complaints

On 25 May 2018, the Data Protection Act 1998 was replaced by the Data Protection Act 2018 which incorporates the General Data Protection Regulation (GDPR). If you wish to make a complaint regarding the way GSL holds or uses your data, please write to the GSL Office Manager at the address above. You may also make a complaint to the Information Commissioner's Office. Their contact details may be found on the Government website www.gov.uk by searching 'data protection'.