



NIAB Group Privacy Policy

NIAB's mission is to provide independent science based research and information to promote agriculture and horticulture to its clients and industry. This Privacy Policy explains how NIAB may collect, use and process personal information. By providing us with personal information it is agreed that we will use that information as set out in this Privacy Policy.

Personal data is any information relating to an identified or identifiable living person. NIAB processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data. To find out more about our specific processing activities, please go to the relevant sections below.

Business contacts

When you provide your contact details we will only use such information to keep you informed of the services that you have expressed an interest in and those services that NIAB believes you would be interested in hearing about.

Recruitment applicants

If you are seeking employment or applying for a fellowship we will only collect and process that information for the purposes of recruitment, selection and employment within the NIAB Group. If you choose to provide sensitive information to us for any reason, the act of doing so constitutes your explicit consent for us to collect and use that information in the ways described in this Privacy Policy or as described at the point where you choose to disclose this information.

Suppliers

The collection of personal data about our suppliers is in order to manage the relationship, contract, to receive services from our suppliers and, where relevant, to provide services to our customers. We process personal data in relation to our suppliers and their staff as necessary to receive the services. For example, where a supplier is providing us with printing supplies we will only process personal data

about those individuals that are providing services to us.

Visitors to our offices

We require visitors to our offices to sign in at reception and keep a record of visitors for a short period of time. Our visitor records are securely stored and only accessible on a need to know basis (e.g. to look into an incident).

Visitors to our website

Visitors to our websites are generally in control of the personal data shared with us. We may capture limited personal data automatically via the use of cookies on our website. Please see the section on cookies below for more information. We receive personal data, such as name, title, company address, email address, and telephone and fax numbers, from website visitors; for example when an individual subscribes to updates from us.

Visitors are also able to send an email to us through the website. Their messages will contain the user's screen name and email address, as well as any additional information the user may wish to include in the message.

We use small text files called 'cookies' which are placed on your hard drives to assist in personalising and enriching your browsing experience by displaying content that is more likely to be relevant and of interest to you. The use of cookies is now standard operating procedure for most websites. However if you are uncomfortable with the use of cookies, most browsers now permit users to opt-out of receiving them. You need to accept cookies in order register on our website. You may find other functionality in the website impaired if you disable cookies. After termination of the visit to our site, you can always delete the cookie from your system if you wish.

When a visitor provides personal data to us, we will use it for the purposes for which it was provided to us as stated at point of collection (or as obvious from the context of the collection). Typically, personal data is collected as follows:

- Events and training courses;
- Purchases from the shop;
- Subscription to membership;

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- Enquiries for further information;
- Submission of curriculum vitae;
- Administration and management of our website, including confirming and authenticating identity and preventing unauthorised access to restricted areas, or other services limited to registered users.

Unless we are asked not to, we may also use your data to contact you with information about NIAB services and events, and other information which may be of interest to you. Should visitors subsequently choose to unsubscribe from mailing lists or any registrations, we will provide instructions on the appropriate webpage, in our communication to the individual, or the individual may contact us by email to GDPR@niab.com

Our websites do not collect or compile personal data for the dissemination or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

Personal data collected via our websites will be retained by us for as long as it is necessary (e.g. for as long as we have a relationship with the relevant individual).

Others that get in touch with us

We collect personal data when an individual gets in touch with us with a question, complaint, comment or feedback (such as name, contact details and contents of the communication). In these cases, the individual is in control of the personal data shared with us and we will only use the data for the purpose of responding to the communication.

Security

Once any personal information comes into our possession, we will take reasonable steps to protect that information from misuse and loss and from unauthorised access, modification or disclosure as appropriate to the nature of the information and the harm that might result from a breach of security. We

may retain your personal data for an appropriate period of time in accordance with our data retention policies. Where you ask us to cease sending marketing communication(s) to you, we will maintain your details on a suppression list for this purpose.

Access to information

Individuals have the right to ask what information we hold about them. Details of the personal information we hold can be provided. Should you need to contact NIAB directly please e-mail GDPR@niab.com or write to the Data Protection Officer at the address below. It is the individual's right to ask for any inaccuracies in the information we hold about them to be corrected, and that we stop from using any information we hold where it may cause distress or harm.

Contact details

Please contact our Data Protection Officer using the details set out below if you have any questions about this Privacy Policy or wish to contact us about your personal information:

Data Protection Officer
NIAB
93 Lawrence Weaver Road
Cambridge
CB3 0LE

Changes to this Privacy Policy

This Privacy Policy is effective of 10th May 2018 and will remain in effect until such a time as the Policy is reviewed and a new one published.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically on our website niab.com. Continued use of our services, post any modifications to the Privacy Policy will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Should you require any further information regarding this Privacy Policy please contact us on GDPR@niab.com or write to us at the address above.