Data Privacy Policy

Fera takes privacy matters very seriously. We are committed to respecting and protecting the privacy of colleagues and any privacy matters of our clients and their customers.

What is personal data?
Any information that directly or indirectly identifies a natural person, including:

- Name
- ID card number
- Image of person
- Home address
- National insurance number
- Email address
- IP address
- Employee “P” Number or unique Employee identification number
- Biometric data
- Race/Ethnicity/Sexual orientation

We are committed to:

- Only collecting personal data where necessary and using it fairly and lawfully.
- Ensuring personal data is held securely, is accurate and up to date.
- Respecting individual’s rights in respect of their personal data.
- Only disclosing personal data to those who are authorised to receive it.
- Not holding excessive amounts of information or keeping it longer than is necessary.
- Protecting personal data with the use of appropriate technical and organisational measures.
- Keeping records of the processing of our personal data as required by the Data Protection Legislation.

In line with our:

- Client and business partner contracted commitments.

What you should expect from Fera Science Limited:

- We will conduct our business in a way that prevents unwarranted intrusion into people’s privacy and
- protects their personal data.
- We will act in accordance with Data Protection Legislation that sets out the principles we must follow
- to ensure that personal data is lawfully held, securely stored, accurate and used for the right purpose.

What we expect from colleagues:

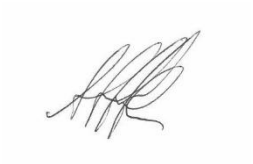
- To demonstrate the commitments in this policy by acting with integrity and sensitivity when handling personal data.
- To complete all applicable privacy training.
- To Speak Up when faced with a situation where unsure what to do or when concerned about this policy.
- Our Speak Up Policy sets out the channels available to report concerns. No action will be taken against colleagues reporting a genuine concern whether any concerns are proven or not.

What we expect from our managers:

- To ensure this policy is promoted and applied in their areas of responsibility
- To ensure obligations relating to Data Privacy as set out in the Data Privacy Standard are understood and followed.
- To apply our Data Privacy Standards, Procedures and Guidance in their area. These set out baseline requirements and steps which must be followed. They cover:
    - o Data protection impact assessments and privacy by design and default assessments.
    - o Privacy notice rules.
    - o Data incident reporting.
    - o Record keeping requirements of Data retention.
    - o Handling of data subject access requests.
    - o Handling of international transfers of personal data.

How we achieve this:

- Our management teams are supported by Fera's Information Governance Lead who will provide advice and support on any privacy matters.
- We take non-compliance with this policy very seriously. Any and all privacy concerns are reported and managed through our governance mechanisms.



Andrew Swift
Chief Executive Officer