



Newmarket Scientific Data Retention Policy – May 2018

1. INTRODUCTION

This Policy sets out the obligations of Newmarket Scientific a company registered in The United Kingdom under registration number 06805443, whose registered office is at 9-10 Rosemary House, Lanwades Business Park, Kennett, Newmarket, CB8 7PN, regarding data protection and the rights of customers and other business contacts (“data subjects”) in respect of their personal data under EU Regulation 2016/679 General Data Protection Regulation (“GDPR”).

The GDPR defines “personal data” as any information relating to an identified or identifiable natural person (a “data subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

The GDPR also addresses “special category” personal data (also known as “sensitive” personal data). Such data includes, but is not necessarily limited to, data concerning the data subject’s race, ethnicity, politics, religion, trade union membership, genetics, biometrics (if used for ID purposes), health, sex life, or sexual orientation.

Under the GDPR, personal data shall be kept in a form which permits the identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. In certain cases, personal data may be stored for longer periods where that data is to be processed for archiving purposes that are in the public interest, for scientific or historical research, or for statistical purposes (subject to the implementation of the appropriate technical and organisational measures required by the GDPR to protect that data).

In addition, the GDPR includes the right to erasure or “the right to be forgotten”. Data subjects have the right to have their personal data erased (and to prevent the processing of that personal data) in the following circumstances:

- a) Where the personal data is no longer required for the purpose for which it was originally collected or processed (see above);
- b) When the data subject withdraws their consent;
- c) When the data subject objects to the processing of their personal data and Newmarket Scientific has no overriding legitimate interest;
- d) When the personal data is processed unlawfully (i.e. in breach of the GDPR);
- e) When the personal data has to be erased to comply with a legal obligation; or
- f) Where the personal data is processed for the provision of information society services to a child.

This Policy sets out the type(s) of personal data held by Newmarket Scientific for legitimate business interests and the period(s) for which that personal data is to be retained, the criteria for establishing and reviewing such period(s), and when and how it is to be deleted or otherwise disposed of.

For further information on other aspects of data protection and compliance with the GDPR, please refer to Newmarket Scientific’s Data Protection Policy.

2. AIMS AND OBJECTIVES

- 2.1 The primary aim of this Policy is to set out limits for the retention of personal data and to ensure that those limits, as well as further data subject rights to erasure, are complied with. By extension, this Policy aims to ensure that Newmarket Scientific complies fully with its obligations and the rights of data subjects under the GDPR.

2.2 In addition to safeguarding the rights of data subjects under the GDPR, by ensuring that excessive amounts of data are not retained by the Company, this Policy also aims to improve the speed and efficiency of managing data.

3. **SCOPE**

This Policy applies to all personal data held by Newmarket Scientific and by third-party data processors processing personal data on Newmarket Scientific's behalf.

3.1 Personal data, as held by Newmarket Scientific is stored in the following ways and in the following locations:

- a) Computers permanently located in Newmarket Scientific's premises at Kennet, Newmarket, UK.
- b) Laptop computers and other mobile devices provided by Newmarket Scientific its employees.
- c) Physical records stored in Newmarket Scientific's premises at Kennet, Newmarket, UK.
- d) Third-party servers, operated by SoftApps located in the UK; SugarSync, Inc located in the USA and salesforce.com inc. located in the USA.

4. **DATA SUBJECT RIGHTS AND DATA INTEGRITY**

All personal data held by Newmarket Scientific is held in accordance with the requirements of the GDPR and data subjects' rights thereunder, as set out in Newmarket Scientific's Data Protection Policy.

4.1 Data subjects are kept fully informed of their rights, of what personal data Newmarket Scientific holds about them, how that personal data is used [as set out Newmarket Scientific's Data Protection Policy, and how long Newmarket Scientific will hold that personal data (or, if no fixed retention period can be determined, the criteria by which the retention of the data will be determined).

4.2 Data subjects are given control over their personal data held by Newmarket Scientific including the right to have incorrect data rectified, the right to request that their personal data be deleted or otherwise disposed of (notwithstanding the retention periods otherwise set by this Data Retention Policy), the right to restrict Newmarket Scientific's use of their personal data as set out in Newmarket Scientific's Data Protection Policy.

5. **TECHNICAL AND ORGANISATIONAL DATA SECURITY MEASURES**

5.1 The following technical measures are in place within Newmarket Scientific to protect the security of personal data. Please refer to Newmarket Scientific's Data Protection Policy for further details:

- a) All emails containing personal data are stored securely.
- b) All emails containing personal data must be marked "confidential";
- c) Personal data may only be transmitted over secure networks;
- d) Personal data may not be transmitted over a wireless network if there is a reasonable wired alternative;
- e) Personal data contained in the body of an email, whether sent or received, should be copied from the body of that email and stored securely. The email itself and associated temporary files should be deleted;
- f) Where personal data is to be sent by facsimile transmission the recipient should be

informed in advance and should be waiting to receive it;

- g) Where personal data is to be transferred in hardcopy form, it should be passed directly to the recipient.
- h) All personal data to be transferred physically (including to our accountants' offices for end of year processing), whether in hardcopy form or on removable electronic media shall be transferred in a suitable container marked "confidential" and at no point should the data be left unattended.
- i) No personal data may be shared informally and if access is required to any personal data, such access should be formally requested from the data protection officer.
- j) All hardcopies of personal data, along with any electronic copies stored on physical media should be stored securely;
- k) No personal data may be transferred to any employees, agents, contractors, or other parties, whether such parties are working on behalf of Newmarket Scientific or not, without authorisation;
- l) Personal data must be handled with care at all times and should not be left unattended or on view;
- m) Computers used to view personal data must always be locked before being left unattended;
- n) No personal data should be stored on any mobile device, whether such device belongs to Newmarket Scientific or otherwise without the formal written approval of the data protection officer and then strictly in accordance with all instructions and limitations described at the time the approval is given, and for no longer than is absolutely necessary.
- o) No personal data should be transferred to any device personally belonging to an employee and personal data may only be transferred to devices belonging to agents, contractors, or other parties working on behalf of Newmarket Scientific where the party in question has agreed to comply fully with Newmarket Scientific's Data Protection Policy and the GDPR.
- p) All electronic copies of personal data should be stored securely using passwords and encryption;
- q) All passwords used to protect personal data should be changed regularly and should must be secure;
- r) Under no circumstances should any passwords be written down or shared. If a password is forgotten, it must be reset using the applicable method. IT staff do not have access to passwords;
- s) All software should be kept up-to-date. Security-related updates should be installed as soon as reasonably possible after becoming available;
- t) No software may be installed on any Company-owned computer or device without approval; and
- u) Where personal data held by Newmarket Scientific is used for marketing purposes, it shall be the responsibility of the data protection officer to ensure that the appropriate consent is obtained and that no data subjects have opted out.

5.2 The following organisational measures are in place within Newmarket Scientific to protect the security of personal data. Please refer to Newmarket Scientific's Data Protection Policy for further details:

- a) All employees and other parties working on behalf of Newmarket Scientific shall be made fully aware of both their individual responsibilities and Newmarket Scientific's responsibilities under the GDPR and under Newmarket Scientific's Data Protection Policy;
- b) Only employees and other parties working on behalf of Newmarket Scientific that need

access to, and use of, personal data in order to perform their work shall have access to personal data held by the Company;

- c) All employees and other parties working on behalf of Newmarket Scientific handling personal data will be appropriately trained to do so;
- d) All employees and other parties working on behalf of Newmarket Scientific handling personal data will be appropriately supervised;
- e) All employees and other parties working on behalf of Newmarket Scientific handling personal data should exercise care and caution when discussing any work relating to personal data at all times;
- f) Methods of collecting, holding, and processing personal data shall be regularly evaluated and reviewed;
- g) The performance of those employees and other parties working on behalf of Newmarket Scientific handling personal data shall be regularly evaluated and reviewed;
- h) All employees and other parties working on behalf of Newmarket Scientific handling personal data will be bound by contract to comply with the GDPR and Newmarket Scientific's Data Protection Policy;
- i) All agents, contractors, or other parties working on behalf of Newmarket Scientific handling personal data must ensure that any and all relevant employees are held to the same conditions as those relevant employees of Newmarket Scientific arising out of the GDPR and Newmarket Scientific's Data Protection Policy;
- j) Where any agent, contractor or other party working on behalf of Newmarket Scientific handling personal data fails in their obligations under the GDPR and/or Newmarket Scientific's Data Protection Policy, that party shall indemnify and hold harmless Newmarket Scientific against any costs, liability, damages, loss, claims or proceedings which may arise out of that failure.

6. DATA DISPOSAL

Upon the expiry of the data retention periods set out below in Part 7 of this Policy, or when a data subject exercises their right to have their personal data erased, personal data shall be deleted, destroyed, or otherwise disposed of as follows:

- 6.1 Personal data stored electronically (including any and all backups thereof) shall be deleted.
- 6.2 Special category personal data stored electronically (including any and all backups thereof) shall be deleted.
- 6.3 Personal data stored in hardcopy form shall be shredded.
- 6.4 Special category personal data stored in hardcopy form shall be shredded.

7. DATA RETENTION

- 7.1 As stated above, and as required by law, Newmarket Scientific shall not retain any personal data for any longer than is necessary in light of the purpose(s) for which that data is collected, held, and processed.
- 7.2 Different types of personal data, used for different purposes, will necessarily be retained for different periods (and its retention periodically reviewed), as set out below.
- 7.3 When establishing and/or reviewing retention periods, the following shall be taken into account:
 - a) The objectives and requirements of the Company;
 - b) The type of personal data in question;

- c) The purpose(s) for which the data in question is collected, held, and processed;
- d) Newmarket Scientific's legal basis for collecting, holding, and processing that data;
- e) The category or categories of data subject to whom the data relates;

7.4 If a precise retention period cannot be fixed for a particular type of data, criteria shall be established by which the retention of the data will be determined, thereby ensuring that the data in question, and the retention of that data, can be regularly reviewed against those criteria.

7.5 Notwithstanding the following defined retention periods, certain personal data may be deleted or otherwise disposed of prior to the expiry of its defined retention period where a decision is made within Newmarket Scientific to do so (whether in response to a request by a data subject or otherwise).

Type of Data	Retention Period
Name and Title	The retention period for this data cannot be fixed as this will be different in each case, depending on the term of the business relationship in question. Data that has not been updated in the last two years will be reviewed annually and verified for accuracy when this policy is reviewed.
Address	
Email Address	
Phone number	
Research/Product interests	The retention period for this data cannot be fixed as this will be different in each case, depending on the term of the business relationship in question. Data that has not been updated in the last two years will be reviewed annually and verified for accuracy.
Record of communications	The retention period for this data cannot be fixed as this will be different in each case, depending on the term of the business relationship in question.
Accounts and order information	The retention period for this data cannot be fixed as this will be different in each case, depending on the term of the business relationship in question. However, this will be at least 7 years in order to comply with legal requirements to retain accounting records.

This Policy has been approved and authorised by:

Name: Rick Bhatt
Position: Data Protection Officer
Date: 1st of May 2018
Due for Review by: 1st of May 2019

Signature:

