

INFORMATION NOTICE TO CLIENTS

Section 1 – Identity and contact details of controller

According to the relevant data protection law, your personal data will be processed by:
York Bioanalytical Solutions Limited

Section 2 – Purposes of the processing and legal basis

Your personal data will be processed for the following purposes and in accordance with the legal basis as set out below:

Purposes	Legal basis
Management of the invoices for the services performed and performing credit control activities	Performance of the contract to which you are party
Management of requests, questions asked through the YBS website	Legitimate interest of YBS to maintain our relationship with you and respond to your questions
Management of contact with clients and prospects	Performance of contract or legitimate interest of YBS to develop its relationship with clients/prospects
Communication about activities to clients and prospects	Consent when legally required (prospects) - legitimate interest of Unilabs to develop its relationship with clients/prospects
Obtaining feedback from clients regarding the services provided by YBS	Legitimate interest of YBS to maintain our relationship with you

Section 3 – Profiling

Not applicable - no profiling tasks are performed

Section 4 – Indirect collection of data

Not applicable – no indirect collection of data

Section 5 – Categories of recipients of the personal data

Your personal data will be shared with the following recipients:

- Within York Bioanalytical Solutions Limited, the Unilabs Group, including other Unilabs companies: with authorised personnel in charge of commercial and operational activities.
- With service providers, i.e. Lime, acting on our behalf and assisting us in the management of our activities.

Section 6 – Data retention period

The personal data collected from you is retained for as long as needed to fulfil the purposes of collecting the personal data. When personal data is no longer needed it is deleted.

Personal data might be kept if it is necessary according to legal requirements.

Section 7 – Transfer of personal data

Due to the international dimension of the Unilabs Group, your personal data will be transferred outside of the European Union to countries recognised by the European Commission as ensuring an adequate level of protection such as Switzerland where the headquarters is based and to other countries with different levels of protection such as Australia and the United States.

Section 8 – Data subjects rights

In relation to your personal data, you have the following rights:

- A right of access that you may exercise by asking a copy of your personal data;
- A right to correct your personal data if they are inaccurate or incomplete and a right to obtain the restriction of the processing of your personal data;
- A right to erase your personal data, in cases where your personal data are processed on the basis of your consent, the performance of a contract to which you are party and our legitimate interests;
- A right to data portability, in cases where your personal data are processed on the basis of your consent and/or the performance of a contract to which you are party;
- A right to object, on grounds relating to your particular situation, to the processing of your personal data in cases where your personal data are processed on the basis of our legitimate interests.

Section 9 – Means of exercising

These rights can be exercised by sending an e-mail at the following address: dpo@unilabs.com

Section 10 – Right to lodge a complaint with DPA

You have also the right to lodge a complaint with a Data Protection Authority, either in the Member State of your habitual residence, place of work or place of an alleged infringement of the GDPR.

Section 11 – Contact details of the Data Protection Officer

dpo@unilabs.com