

BioStore Data Protection Statement

BioStore takes your privacy and data protection very seriously, and we want to make sure that you know what data we collect and how we use it.

Purpose

This policy is intended to clarify that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, current Information Sharing Guidance, and other related legislation. This applies to all information regardless of the way it is collected, used, recorded, or stored, whether it is held on paper or electronically.

All BioStore Ltd staff involved with the use, processing, or disclosure of personal data will be aware of their duties and responsibilities and will adhere to this policy.

Introduction

BioStore Ltd works with schools, colleges, and other educational establishments and undertakes to comply with the establishment's Data Protection Policy and the Data Protection Act 1998.

BioStore Ltd, in agreement with the establishment, makes use of data collected by the establishment to populate the BioStore system with information it requires.

BioStore Ltd will do everything in its power to ensure the safety and security of any material of a personal or sensitive nature which is stored in the BioStore system.

Data Protection Principles

The Data Protection Act 1998 establishes eight enforceable principles that must be adhered to at all times:

- Personal data shall be processed fairly and lawfully
- Personal data shall be obtained only for one or more specified and lawful purposes
- Personal data shall be adequate, relevant, and not excessive
- Personal data shall be accurate and where necessary, kept up to date
- Personal data processed for any purposes shall not be kept for longer than it is necessary for that purpose or those purposes
- Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
- Personal data shall be kept secure, i.e. protected by an appropriate degree of security
- Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

Commitment

BioStore Ltd is committed to maintaining the above principles at all times. Therefore BioStore will:

- Only extract data from the school's MIS for use within the school's BioStore system
- Hold such data in a secure database under the control of the school until such time as the data is no longer required
- Ensure that when information is destroyed that it is done so appropriately and securely
- Not transfer data outside the school without prior written consent
- Share personal information with others only when it is legally appropriate to do so
- Comply with the duty to respond to requests for access to personal information, known as Subject Access Requests
- Ensure that personal information is not transferred outside the EEA without the appropriate safeguards
- Ensure all staff are aware of and understand these policies and procedures