

DYLAN JAMES LIMITED

TRADING AS: DYLAN JAMES SCIENTIFIC

This is the privacy notice of Dylan James Ltd, trading as Dylan James Scientific. (version 1.0)

We respect your privacy and are determined to protect your personal data. The purpose of this privacy notice is to inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from). We'll also tell you about your privacy rights and how the data protection law protects you.

We process your personal data in conformity with the contents of this privacy notice, the national data protection provisions affecting us and the General Data Protection Regulation ("[GDPR](#)").

This privacy notice is in hyperlinked sections so you can click through to the specific areas set out below.

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1. WHO WE ARE AND IMPORTANT INFORMATION

- **What is the purpose of this privacy notice?**

This privacy notice aims to give you information on how we collect and process your personal data through your use of this website, including any data you may provide through this website when you fill out our enquiry form or visit our website.

This website is not intended for children as it is targeted towards post graduate scientific research and we do not knowingly collect data relating to children.

You must read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

- **Data controller(s)**

Dylan James Ltd is the controller and responsible for your personal data (collectively referred to as ["COMPANY"], "we", "us" or "our" in this privacy notice).

Our contact details are;

COMPANY NAME:	Dylan James Ltd
REGISTERED ADDRESS:	8 Elizabeth Road, Henley on Thames, RG9 1RG, UK
POSTAL ADDRESS:	8 Elizabeth Road, Henley on Thames, RG9 1RG, UK
EMAIL ADDRESS:	info@dylanjamesscientific.com
TELEPHONE NUMBER:	+44 (0)7716 642889

For all data matters contact our data representatives on info@dylanjamesscientific.com

- **Third-party links outside of our control**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements.

When you leave our website, we encourage you to read the privacy notice of every website you visit.

2. PERSONAL DATA CLASSIFICATION

- **Personal data**

Personal data is any information relating to an identified or identifiable natural person; 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.

Personal data also includes information about your use of our website. In this connection, we collect personal data from you as follows: information about your visits to our website such as, for example, the scope of the data transferred, the location from which you retrieve data from our website as well as other connection data and files and further contents which you retrieve. As a rule, this is carried out using log files and cookies. You will find further information on log files and cookies below in this notice.

Personal data, or personal information, means any information about an individual from which that person can be identified. You can find out more about personal data from the [Information Commissioners Office](#).

3. THE PERSONAL DATA WE COLLECT ABOUT YOU, HOW WE COLLECT IT AND HOW WE USE IT

The scope and nature of the collection, processing and use of your data depends upon whether you simply visit our website to retrieve information which is generally available or whether you wish to avail yourself of additional services:

- Informative use
- Use where further services are requested

- **Informative use**

For the informative use of our website, it is not, as a basic principle, necessary for you to provide any personal data.

On the contrary, in this case when our websites are called up, we only collect the data which your Internet browser automatically transmits to us, such as

- the IP address of your computer
- date and time when the page is called up
- your browser type, the browser version and also your browser settings
- the operating system used (Windows, iOS, Linux etc.)
- the volume of data transferred and the status of transfers
- from which website our page was accessed
- other similar data and information which serves to avert danger in the case of attacks on our information technological systems.
- Analysis - Information gathered through this web site will be held in a database at our offices and be used periodically to assess the success of the web site and the actions generated from the levels of traffic generated. We collect the minimum information necessary to ensure our service works. We do not currently provide or share your information with other third parties.

In this connection, the IP address of your computer is stored in our webhosts server logs for a period of six months and is then deleted automatically. Our webhosts are fully GDPR compliant. We only use this data for the operation of our website, in particular in order to discover any faults on the website and to make any adjustments or improvements.

- **Use where further services are requested.**

Where you avail yourself of further services of our company via our website, it may be necessary for you to provide personal data for this purpose.

Which personal data is necessary for us to be able to provide the service is shown in the respective input mask.

Your data is processed exclusively for the purpose of providing the service you have requested.

We use different methods to collect data from and about you including:

- **Directly.** You may give us your [IDENTITY, CONTACT AND FINANCIAL DATA] by filling in forms or by corresponding with us by post, phone, email or otherwise.
- **Enquiry Form.** We ask for information from the user on our enquiry form. Information gathered through this form will be held in a database at our offices and be used periodically to assist in the various marketing activities of Dylan James.

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes FIRST NAME/LAST NAME
- **Contact Data** includes BILLING ADDRESS/DELIVERY ADDRESS/EMAIL ADDRESS/ TELEPHONE NUMBERS

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

- **If you fail to provide personal data**

Where we need to collect your personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

- **Marketing**

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

We have established the following personal data control mechanisms:

- **Promotional offers from us**

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you.

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us or are a Mantis Deposition Ltd customer and have a genuine business interest in products which may support the ongoing use of such tools and, in each case, you have not opted out of receiving that marketing.

- **Opting out**

You can ask us to stop sending you marketing messages at any time by emailing our data representatives on info@dylanjamesscientific.com or by following the opt-out links on any marketing messages sent to you. unsubscribing from our emails.

Where you opt out of receiving these marketing messages, this will not apply to personal data provided to us as a result of a product, service or other transactions.

- **Cookies**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

- **Information about our use of cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

Please note that third parties (including, for example, advertising networks and providers of external services like web traffic analysis services) may also use cookies, over which we have no control. These cookies are likely to be analytical/performance cookies or targeting cookies.

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

- **Change of purpose**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact our data representatives on info@dylanjamesscientific.com

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

4. WHO WE SHARE YOUR PERSONAL DATA WITH

External third-party services:

- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.
- We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.
- We may disclose your enquiry data to one or more of those selected third party suppliers of our goods and services identified on our website for the purpose of enabling them to contact you so that they can offer, market and sell to you, relevant goods and/or services. Each such third party will act as a data controller in relation to the enquiry data that we supply to it; and upon contacting you, each such third party will supply to you a copy of its own privacy policy, which will govern that third party's use of your personal data.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.
- In addition to the specific disclosures of personal data set out in this Section 3, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. We may also disclose your personal data where such disclosure is necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

5. INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the European Economic Area. (EEA).

6. DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

7. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of data retention can be obtained by contacting our data representatives on info@dylanjamesscientific.com

In some circumstances you can ask us to delete your data: see Your legal rights below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

8. YOUR LEGAL RIGHTS

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to withdraw your consent to the processing at any time, where consent was the lawful basis for processing your data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), where applicable

i.e. where our processing is based on consent or is necessary for the performance of our contract with you or where we process your data by automated means);

- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to our processing of personal data, where applicable i.e. where processing is based on our legitimate interests (or in performance of a task in the public interest/exercise of official authority); direct marketing or processing for the purposes of scientific/historical research and statistics).

If you wish to exercise any of the rights set out above, please contact our data representatives on info@dylanjamesscientific.com

- **No fee required – with some exceptions**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

- **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

- **Time limit to respond**



We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

9. CHANGES TO THIS NOTICE AND YOUR DUTY TO INFORM US OF CHANGES

This version was created on 12-AUG-2020 and historic versions can be obtained by contacting us. Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current.

10. QUERIES, REQUESTS OR CONCERNS

To exercise all relevant rights, queries or complaints in relation to this policy or any other data protection matter between you and us, please in the first instance contact our data protection representatives on

info@dylanjamesscientific.com

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](https://ico.org.uk/global/contact-us/email/) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.

Registered office: Dylan James Ltd., 8 Elizabeth Road, Henley on Thames, Oxfordshire, RG9 1RG, UK

Company Registration No. : 11932683 (United Kingdom)

VAT No.: GB 333 5330 30

Director: Dr Martyn Green