

## **PRIVACY STATEMENT**

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by ITH Pharma.

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('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".

### How we use your information

This privacy notice tells you how we, ITH Pharma, will collect and use your personal data for Commercial Contractual Obligations, Employment Contractual Obligations, Employment Health Questionnaire Health & Safety Obligations, Employment Payroll Data HMRC Obligations.

### Why does ITH Pharma need to collect and store personal data?

In order for us to provide for patients: the provision of aseptic compounding services for all therapy areas, particularly, Parenteral Nutrition, Chemotherapy and CIVAS. For Employees to process employment data we need to collect personal data for correspondence purposes and/or detailed service provision and employment processing. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy.

In terms of being contacted for marketing purposes ITH Pharma would contact you for additional consent.

### Will ITH Pharma share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to ITH Pharma in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf to process employment data and patient data. When they no longer need your data to fulfil this service, they will dispose of the details in line with ITH Pharma's procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

### How will ITH Pharma use the personal data it collects about me?

ITH Pharma will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. ITH Pharma is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will ITH Pharma contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

#### Can I find out the personal data that the organisation holds about me?

ITH Pharma at your request, can confirm what information we hold about you and how it is processed. If ITH Pharma does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of ITH Pharma or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

#### What forms of ID will I need to provide in order to access this?

ITH Pharma accepts the following forms of ID when information on your personal data is requested:

A valid: Passport, driving licence, birth certificate, utility bill (from last 3 months)


Contact details of the Data Protection Officer / GDPR Owner.

	<b>Data Protection Officer / GDPR Owner contact details</b>
Contact Name:	David Tierney
Address line 1:	ITH Pharma Limited
Address line 2:	Units 2 & 4 Premier Park
Address line 3:	Premier Park Road
Address line 4:	London
Address line 5:	NW10 7NZ
Email:	<a href="mailto:gdpr@ithpharma.com">gdpr@ithpharma.com</a>
Telephone:	020 8838 8276

***Document Owner and Approval***

The Data Protection Officer/ GDPR Owner is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

Signature:



Date:

01.06.2018

Other websites

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

Use of Cookies

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org). We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile. Most browsers will allow you to turn off cookies. If you want to know how to do this please look at the menu on your browser, or look at the instruction on [www.allaboutcookies.org](http://www.allaboutcookies.org). Please note however that turning off cookies will restrict your use of our website.

We use the following cookies on our site:

Cookie Name	Default Expiration Time	Description
__utma	2 years from set/update	Used to distinguish users and sessions. The cookie is created when the javascript library executes and no existing __utma cookies exists. The cookie is updated every time data is sent to Google Analytics.
__utmb	30 mins from set/update	Used to determine new sessions/visits. The cookie is created when the javascript library executes and no existing __utmb cookies exists. The cookie is updated every time data is sent to Google Analytics.
__utmc	End of browser session	Not used in ga.js. Set for interoperability with urchin.js. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether the user was in a new session/visit.
__utmz	6 months from set/update	Stores the traffic source or campaign that explains how the user reached your site. The cookie is created when the javascript library executes and is updated every time data is sent to Google Analytics.
__utmv	2 years from set/update	Used to store visitor-level custom variable data. This cookie is created when a developer uses the _setCustomVar method with a visitor level custom variable. This cookie was also used for the deprecated _setVar method. The cookie is updated every time data is sent to Google Analytics.

You can always opt out of Google Analytics. By continuing to use this site you are agreeing to the use of cookies as detailed above.

#### [Changes to this Privacy Policy](#)

Please note that this privacy policy is subject to change from time to time. It was last updated in June 2018.