

# Privacy Policy

## 1. Introduction

This is the privacy policy of Biological Testing Service-(BTS UK) and how we collect, process, store and share your data.

This Privacy Policy only relates to personal data collected by the BTS- UK via PayPal, our website, order forms, practitioner registration forms, emails and telephone calls. Any personal data collected by BTS-UK is used in accordance with EU data protection legislation.

Users should be aware that if they access other websites, using the links provided, these are outside our control. If they provide personal data to other companies, the privacy policies of those companies determine the uses to which that information is put and the BTS-UK Privacy Policy will no longer apply.

## 2. The Data Protection Bill 2018

BTS-UK complies with the principles of the **Data Protection Bill 2018** in accordance with **General Data Protection Regulations (GDPR)**.

## 3. Purpose of data

### Patients

The data we collect from you are the data required to provide professional services to **patients** for the purpose of the purchase and transport of test kits, testing, receiving results and their correct interpretation. The data held by BTS-UK is collected at the time of the purchase and through order forms and includes name, surname, address, email, phone number(s) Date of Birth and a questionnaire with basic health information and may include the contact details of your practitioner.

### Practitioner

The data we collect from you are the data required to provide professional services to **practitioners**, communicate with you and validate and verify the legitimacy of applicants. The data held by BTS-UK is collected at the time of registration by practitioner and includes name, surname, home address, clinic address, email, phone number(s), and website as well as certificates of qualifications.

## 4. Disclosures - Sharing of data

Your personal information is shared with Labor Dres. Hauss, Germany for the purposes for which is primarily held (testing). Your information may be shared for related secondary purpose (therapy), but only if you have given written consent on your order form or after receiving the results. Your personal and sensitive information may be disclosed to BTS-UK employees or Labor Dres. Hauss Employees only on a need to know basis in order to provide that part of the service. Other service providers we use to deliver aspects of our service such as the courier and PayPal have their own data protection policy to look after the details you provided them with.

Data is shared internally with administrators for the purpose of accounting, verifying, payments and refunds.

## 5. Legacy data

BTS-UK patient data is kept for the current length required under the law for medical information and is deleted annually, once the time has elapsed. BTS-UK practitioner's data is kept on record until the practitioner's request to be removed from the service.

## 6. Device specific data

The following information may be collected through your device and browser:

- Your devices IP address (collected and stored in an anonymized format)
- Device screen size
- Device type (unique identifiers) and browser information
- Geographic location (country only)
- Preferred language used to display the webpage

## 7. Digital Log data

Our servers automatically record information which is created using our software. Data includes:

- Referring domain
- Pages visited
- Geographic location (country only)

- Preferred language used to display information
- Date and time when pages were accessed or created

## 8. Consent

BTS-UK **practitioner** registration is an optional process. By registration as practitioner with BTS-UK, members consent via their application to receive information relating to the activities of BTS-UK in the form of newsletters, regulatory updates, changes in the service, events, training, special offers and information relevant to the profession. Practitioners who fulfilled BTS-UK requirements for the referral list are added and removed at the practitioners own requests. BTS-UK reserves the right to remove practitioners at any time.

## 9. Opting out

Opt out mechanisms are in place on all BTS-UK mailings and communications. Users can choose to opt out at any time by emailing BTS-UK directly with a request to opt out.

## 10. Use Made of Personal Information

Personal information provided to the BTS-UK will be only used for the purposes of providing services to our patients and practitioners. Any personal information which is collected by the BTS-UK will be used by the BTS-UK only in accordance with current data protection legislation.

In addition, personal information may be used for statistical analysis.

Personal data will be collected and processed by the BTS-UK for the following purposes

- (1) To process your lab tests
- (2) Administration
- (3) To validate and confirm your application as practitioner

Processing personal data for the above purposes may entail sharing the information with employees, contractors, agents and professional advisors and regulators.

Written agreements exist between the BTS-UK and such parties that there must be no further disclosure of such personal data.

## 11. Consent

By providing personal data to BTS-UK users consent to the processing of such data by BTS-UK as described in this Privacy Policy.

## 12. Verifying, updating and amending your personal information

If, at any time, a user wants to verify, update or amend their personal data they may write to:

Jacquie Lane

Biological Testing Services UK

Beauty First Clinic

4 The Pantiles

Ferring

West Sussex

BN12 5NE

0844 330 1909

info@biologicaltestingservices.co.uk

Verification, updating or amendment of personal data takes place within 40 working days

## 13. Storage of personal data

Data is stored in a secured, encrypted, cloud based storage systems. All Card Payments are handled securely through PayPal.

## 14. Processing of data

All personal data is fully backed up and stored securely.

PayPal is used to process payments for tests. All PayPal transactions are subject to the [PayPal privacy policy](#). All data handled by PayPal is handled securely by a single data controller for administrative purposes.

## 15. Cookies

A “cookie” is a small text file that is placed on a user’s computer hard drive by a website. There are several types of cookie and the most common are often referred to as ‘session’ cookies. These are used to keep track of information needed by a user as they travel from page to page within a website. These cookies have a short lifetime and expire within a few minutes of the user leaving the site.

Other types of cookies can be used to track internet activity after the user has left a website. These are usually sponsored by organisations external to the website being visited and are generally known as ‘third party’ cookies. These usually have a long lifetime with several months being quite common. They are ‘harvested’ and ‘refreshed’ whenever the user visits a page where the same or a similar cookie is being used.

BTS-UK uses benign, short lived ‘session’ cookies to tell whether a website user has logged in, where to find details that can be used to pre-fill parts of on-line forms and to personalise the user’s visit to the website.

BTS-UK cookies do not analyse visits to other website or any searches undertaken whilst on the BTS-UK website.

Internet browsers normally accept cookies by default; however, it is possible to set a browser to reject cookies. If this is done it is important not to exclude the benign and useful session cookies. Choose an option that rejects all third party and long lived cookies.

## **16. Links to Third Party Websites**

This Privacy Policy applies solely to the personal data collected by the BTS-UK and does not apply to third party websites.

The BTS-UK is not responsible for the privacy policies of third party websites. BTS-UK advises users to read the privacy policies of other websites before registering any personal data.

## **17. Security**

BTS-UK holds your personal data in accordance with the security provisions of the EU data protection legislation.

If you have any questions about security please contact the BTS-UK at [info@biologicaltestingservices.co.uk](mailto:info@biologicaltestingservices.co.uk)

## **18. Notification of Changes**

BTS-UK will notify all users of any changes it makes to its Privacy Policy. If BTS-UK decides to change its Privacy Policy, it will post such changes on this page so that you are always aware of how the BTS-UK uses your personal data.

Users have the right to ask the BTS-UK, in writing, for a copy of all the personal data held about them upon payment of a fee (“subject access request”) and to request that BTS-UK correct any inaccuracies in that information.

### **19. Your rights over your data**

You have the right to rectify, amend, correct or erase your data except where there is a [legal basis for refusal](#).