



*MicroPropagation
Services*
Propagation Specialists since 1985

Micropropagation Services (E.M.) Ltd
Ley Springs, Loughborough Road, East Leake
Loughborough, Leicestershire, LE12 6NZ

Tel: +44 (0) 1509 856 295
Email: Barbara@Beadamoss.co.uk

Please find detailed below our Privacy Notice for Micropropagation Services (EM) Ltd / BeadaMoss®. We are required to give this to you under the EU General Data Protections Regulations (GDPR). The regulations have been adopted by the UK government. The GDPR require us to confirm details of the information that we hold about you, the legal basis for which we hold it and for how long. The GDPR also requires us to inform you of your rights to ask us to disclose the details of the information that we hold about you and to have any inaccurate data amended or deleted.

PRIVACY NOTICE

Who are we?

Micropropagation Services is an independent family-run laboratory and nursery, operating from our environmentally friendly facilities in East Leake. For more information about our business, visit www.beadamoss.co.uk

What personal data do we hold about you?

Personal Data Type	Source
Your Name	You
Your Address	You
Your Phone Number	You
Your Email Address	You
Record of volume and products purchased	From Invoices
Fields of Interest	You
Bank Details	You

We only collect personal information about you that is completely necessary, or you have consented, and we ensure that we only collect information that we need.

We will, as far as is reasonably possible protect your personal information with an appropriate combination of technical and organisation measures.

Our legal basis for holding your personal data.

The personal data we collect will be used to enable us to perform our contractual obligations to supply products, submit invoices and statements and stay in touch with you about exciting new products.

Our legal basis for holding and processing your personal data is to comply with our contractual obligations and maintain our supplier/customer relationship.

We do not hold any 'Special Categories of personal data'

Disclosure – Sharing your information with a third party.

We will not pass on your personal data to third parties without first obtaining consent.

Retention Period.

We will process personal data for the duration your relationship with us and will store the personal data for a period of 6 years after we have finished supplying to you. Information will be stored electronically on the company's protected network and paper records held in files in a secure office. Where it is not possible to delete your data, we will ensure that the appropriate security measures are put in place to protect the use of your data.

Your rights as a data subject.

You have a right to request a copy of the information that we hold about you. We will provide the information that we hold about you within one month of receiving your request. We may ask for identification.

You have the right to correct data that we hold about you that is inaccurate or incomplete.

In certain circumstances you can ask for the data we hold about you to be erased from our records.

You have the right to have the data we hold about you transferred to another organisation.

You have a right to restrict the processing. You can object to certain types of processing such as direct marketing.

Marketing

Occasionally we would like to send you information about our current and new products which may be of interest to you.

Please email carolyn@beadamoss.co.uk if you would like us to stop contacting you for marketing.

Website

Our website doesn't track or store cookie information

If you have any concerns, please do not hesitate to contact me directly or you can contact the Information Commissioner's Office (ICO). For further information, visit www.ico.org.uk

Kind Regards
Carolyn Barney