



PRIVACY NOTICE
Fera Science Limited
Employee/Former Employee Personal Data

This privacy notice provides further information regarding how Fera complies with the requirements of the UK General Data Protection Regulation (“UK GDPR”) in relation to our employee/former employee data. Use in this document of the words ‘data controller’, ‘data processor’, ‘personal data’, ‘data subject’, ‘process’ (and ‘processing, etc.’) means those words as defined in the UK GDPR.

1. DATA CONTROLLER

Trading Name:	Fera Science Limited (Fera)
Postal Address:	Sand Hutton, York, YO41 1LZ
Registered office address:	65 Gresham Street, London, EC2V 7NQ
Website:	www.fera.co.uk
Telephone:	01904 460000
Email:	privacy@fera.co.uk
Capita DPO:	Elvira English
Contact:	privacy@capita.com

2. WHAT INFORMATION ARE YOU COLLECTING ABOUT ME?

Fera collects, and is the Data Controller for, the following personal data about both current and former employees:

- personal details (including name, signature, e-mail address, telephone number (work number/work mobile number), staff ID number, images);
- employment details (curriculum vitae, education and training, hours worked, skills)

Capita (Group) is now the Data Controller for all other Personal Data i.e. pay data, pension data, human resources files, occupational health data. The Group Privacy Notice for Employee Data is available on Connections. Former staff can request a copy of the Group Privacy Notice by contacting:

Privacy@capita.com

3. WHY ARE YOU COLLECTING THIS INFORMATION?

Fera collects this information for the following reasons:

- Recruitment and Employment purposes
- Forecasting staff availability
- To comply with legal obligations
- Provision of goods and services to customers

4. WHAT IS YOUR LEGAL BASIS FOR PROCESSING MY INFORMATION?

Our legal basis for processing the personal data described above will depend on the personal information concerned and the specific context in which we collect it. However, Fera normally uses the following legal reasons for processing employee personal data:

- Compliance with legal obligations (Good Laboratory Practice Regulations 1999, Health & Safety at Work Act 1974, Animal (Scientific Procedures) Act 1986).
- Our own legitimate interests.

5. WHAT ARE THE “LEGITIMATE INTERESTS” BEING PURSUED THAT ALLOW YOU TO PROCESS MY INFORMATION?

Fera may use its own legitimate interests to process personal data for:

- forecasting staff availability;
- maintaining a photographic database;
- marketing by use of an Unmanned Aerial System (“UAS”). Signs identifying our recording activity will be placed around locations during filming;
- capturing photographic data for APHA studies;
- ensuring the security of staff (in the case of CCTV which may record individuals when they visit certain areas of our site). Additional privacy notices are displayed where CCTV is active.

6. WHO MIGHT YOU SHARE MY INFORMATION WITH?

We may share your information with following:

- Fera employees for the purposes of enabling them to fulfil our contractual obligations;
- our customers, for example, when providing bids/goods and services;
- CCTV data/trail camera data may be shared with selected members of the Animal and Plant Health Agency (APHA);
- Quality Management System (QMS) data is shared with monitoring bodies as required;
- auditors who need to access staff records to confirm project costs. This information is provided *in situ* when possible;
- other organisations where there is a legitimate interest for it to be shared. This may be either Fera's legitimate interest or the interests of a third party. Where necessary, a balancing test will be carried out to determine the basis for this against the rights of the data subjects.
- We may share personal data when we sell or negotiate to sell our business to a buyer or prospective buyer. We will continue to ensure that we are compliant with relevant data protection legislation and will contact you if required.

Fera is a joint venture company owned between Capita Plc and the Department for Environment Food and Rural Affairs ("Defra"). We may therefore be required to disclose information where it is subject to the provisions of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Personal data may be subject to an exemption/exception.

7. WHERE MIGHT YOU TRANSFER MY INFORMATION OUTSIDE THE UK?

The personal data of current and former employees stored and processed by Fera is securely hosted within the European Union. There is no systematic transfer of data outside of the EU.

8. HOW WILL YOU KEEP MY INFORMATION SECURE?

Fera will keep your information secure in the following ways:

- Fera has achieved Public Services Network ("PSN") compliance which requires Fera to demonstrate that we have met the PSN Information Assurance (IA) requirements. Further information is available at: <https://www.gov.uk/guidance/apply-for-a-public-services-network-psn-connection-compliance-certificate#about-the-psn-connection-compliance-certificate>;
- we will limit access to your personal data so that it is only seen by those who need access to it;
- we will take all reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information;
- we will store all the personal information you provide on our secure (password- and firewall- protected) servers;
- all personal data which is taken off-site will be protected by use of encryption;
- all Fera staff receive annual training in data protection and information security.

9. HOW LONG DO YOU KEEP HOLD OF MY INFORMATION?

Fera retains your personal information for as long as it is needed to fulfil our statutory and contractual obligations. All staff have access to the Capita (Group) Data Retention Policy and the Fera Data Retention Policy which provide further details regarding the retention of our data.

CCTV data is retained for 60 days.

10. WHAT IF I CHOOSE NOT TO GIVE YOU MY PERSONAL INFORMATION?

This would depend on the individual circumstances for which the data is processed. For example, failure to provide data which is required for GLP purposes (e.g. curriculum vitae, training records) could lead to failure of an audit inspection.

Due to the nature of our use of CCTV/trail cameras, personal data collection is unavoidable where such cameras are used.

11. WILL YOU PROCESS MY INFORMATION FOR PURPOSES I MAY NOT BE AWARE OF?

Fera may disclose your personal information:

- to the extent that we are required to do so by law;

PUBLIC

- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

With the agreement of Capita Group (as Data Controller), we may also share the following information:

Pension data with:

MyCSP

Park Square
Bird Hall Lane
Cheadle
SK3 0XN

Occupational Health Data with:

Health Partners Group Ltd

Tribune House
Bell Lane, Uckfield
East Sussex, TN22 1QL
United Kingdom

12. WHAT RIGHTS DO I HAVE?

Under the UK GDPR you are entitled to the following rights:

a) The right to be informed

This includes our obligation to provide 'fair processing information', typically through a privacy notice, including via this document.

b) The right of access

You have a right to be told what personal data Fera holds about you, how it is used, why it is used and what form it takes. This applies where that personal data is contained within a relevant filing system, which includes electronic information as well as paper-based records, unless the information is exempted.

c) The right to rectification

You have a right to have your personal data rectified if it is inaccurate or incomplete. If we have disclosed this data third parties, we are required, where possible, to inform them of the rectification.

d) The right to erasure (also known as the "right to be forgotten")

You have the right to request the deletion or removal of personal data when there is no compelling reason for its continued processing.

e) The right to restrict processing

You have the right to "block" or suppress the processing of personal data. When processing is restricted, Fera is permitted to store your personal data, but not further process it. The business can retain just enough information about you to ensure the restriction is respected in the future.

f) The right to data portability

You have the right to obtain and reuse your personal data for your own purposes across different services. This right allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability. Data portability is not a blanket right and it is limited to:

- personal data provided by you as the data subject;
- that is processed by automated means; and
- where the legal basis for processing is either consent or necessity to perform a contract to which you are a party.

g) The right to object

You have a right to object to processing based on:

PUBLIC

- legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics

13. EXERCISING YOUR RIGHTS

Should you wish to exercise your right of access to your personal data in the form of a Subject Access Request (SAR), please contact: portfolioprivacy@capita.com

Should you wish to exercise any of your other rights, please contact privacy@fera.co.uk

You also have the right to complain to the Supervisory Authority which for the United Kingdom is the Information Commissioner's Office. Contact details are as follows:

The Office of the Information Commissioner

Wycliffe House
34 Water Lane
Wilmslow
CHESHIRE
SK9 5AF
www.ico.org.uk
Tel: 0303 123 1113

14. UPDATES TO THIS PRIVACY NOTICE

We may update this privacy notice from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.