

Client and Supplier Privacy Policy

In the spirit of transparency, this Privacy Policy details how Yakumed processes any personal data collected or received from its business customers and suppliers.

1 WHAT INFORMATION DOES THE COMPANY COLLECT AND HOW IS IT USED?

Yakumed collects and processes a range of information about you which includes:

- Your name and business contact details (including address, job title, email address and telephone number).
- Personal information on directors, officers and shareholders for screening purposes to ensure Yakumed comply with legal and regulatory obligations, including trade control, anti-money laundering, anti-bribery and corruption laws and other regulatory requirements.

Data is stored in a range of different places, including our email system, accounting records and secure OneDrive folders.

We will occasionally contact you with information about our Company and the products and services that we provide. You can stop receiving this information, at any time, by contacting us directly at m.oubihi@yakumed.com

2 WHY DOES THE COMPANY PROCESS PERSONAL DATA?

Yakumed needs to process data for the following purposes:

- For the purpose of undertaking Business Development
- Concluding, performing and managing new and existing contracts
- Health and safety
- Legal and/or regulatory compliance

3 WHO HAS ACCESS TO DATA?

Your information will be shared internally with relevant Yakumed staff and contractors involved in the project, if access to the data is necessary for performance of their roles and, where necessary, competent public authority, government, regulatory or fiscal agency where it is necessary to comply with a legal or regulatory obligation to which Yakumed is subject to. In all circumstances the data will be subject to confidentiality arrangements.

4 HOW DOES THE COMPANY PROTECT DATA?

Yakumed have implemented a number of operational controls and internal policies to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

On occasions where data may be transferred outside of the European Economic Area it will be protected by appropriate Transfer Safeguards, which guarantee an adequate level of data protection wherever your data is physically kept.

Where we engage third party suppliers to process data on our behalf, we do so on the basis of written instructions, ensuring the third party has implemented appropriate technical and organisational measures to ensure the security of data.

5 FOR HOW LONG DOES THE COMPANY KEEP DATA?

Yakumed will typically process customer and supplier data for the duration of our contractual relationship with you.

We feel that it is in our legitimate interests to retain customer and supplier contact details to enable the future growth of our business, but we commit to ensuring that data is kept up-to-date and is not used for any purposes that would not be expected in the course of business development, growth and good relationship management.

In cases where data is held for a longer period of time, i.e. where there is a legal or regulatory reason to do so, the data will be deleted when it is no longer required for the legal or regulatory purpose it was held for.

6 YOUR RIGHTS

As a data subject, you have a number of rights, as follows:

- access and obtain a copy of your data on request;
- to change incorrect or incomplete data;
- to delete or stop processing your data, in certain circumstances;
- object to the processing of your data, in certain circumstances
- to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Dr. Mohamed Oubihi. All correspondence should be addressed to m.oubihi@yakumed.com

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner via www.ico.org.uk