

## Data Privacy Declaration

### Purpose

The purpose of this declaration is to state that all Eurofins Forensic Services (EFS) UK staff members have been made aware of the Data Protection Act (DPA) and the General Data Protection Regulation (GDPR) and the seriousness with which EFS views its responsibilities under this legislation.

EFS operate a clear data privacy policy outlining directive, requirement and stance with regard to compliance with the legislation and in safeguarding personal data.

### Policy Overview

EFS takes privacy very seriously and will only use personal information to administer duties on a lawful basis and will not share or provide personal information to a third party without appropriate consent.

EFS fully supports and complies with the eight principles of the DPA which requires that personal data;

1. Shall be processed fairly and lawfully.
2. Shall be obtained/processed for specific lawful purposes.
3. That is held must be adequate, relevant and not excessive.
4. Must be accurate and kept up to date.
5. Will not be kept for longer than necessary.
6. Shall be processed in accordance with rights of data subjects.
7. Must be kept secure.
8. Shall not be transferred outside the European Economic Area (EEA) unless there is adequate protection.

Under the GDPR EFS fully supports and complies with the main data protection principles and in line with Article 5 of the GDPR has process in the place to ensure that personal data shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals
- b) Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes.
- c) Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- d) Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed are erased or rectified without delay.
- e) Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- f) Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage using appropriate technical or organisational measures.



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