



## PRIVACY POLICY

This Privacy Policy sets out how Biogenie UK collects, handles, stores and protects any personal information that you provide when you use this website.

Biogenie UK is committed to ensuring that your privacy is protected and respected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this Privacy Policy.

Biogenie UK may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

A Data Controller is an individual or organisation that determines the purposes and means of processing personal data. Our Data Controller is Biogenie Remediation UK Ltd and the person responsible for data within the organisation is Julia Roberts, Managing Director. Biogenie UK only collects or uses personal information for those purposes indicated in our notification with the Information Commissioner's Office.

Contact details for the Data Controller:

GDPR Requests  
Biogenie Remediation UK Ltd  
8 Commerce Park  
Brunel Road  
Theale  
Reading  
Berkshire  
RG7 4AB

Email: [julia.roberts@englobe-env.com](mailto:julia.roberts@englobe-env.com)

## WHAT INFORMATION DO WE COLLECT, HOW DO WE COLLECT IT AND HOW DO WE HANDLE IT?

When you visit our website we may gather usage information to help us improve our website experience for our visitors. This information may include your IP address, geographical location, browser type and version, operating system, how you found our website, the length of time you spent on our site, which pages you visited and website navigation paths. We use cookies to help us track these activities. We will ask you to consent to the use of cookies when you first visit our website. Usage information is processed for the purposes of analysing the use of the website. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website.

We collect personal information when you submit a form, send an enquiry, complete a job application or otherwise provide us with personal information, such as your name, address, telephone number and email address. We only use this information for the purpose it has been given such as processing your job application, for marketing purposes and if you have given your consent for us to do so. Further, we will use your data to respond to your enquiries.



## WHO HAS ACCESS TO YOUR INFORMATION AND WHERE IS IT STORED?

The information you submit will be passed to the relevant department at Biogenie UK, based on the nature of your enquiry, for example, a job application will be passed to the Human Resources department. Your personal data may be stored outside of the European Economic Area (EEA), for example, because some of our servers are based in the USA. Any personal information that is stored in the USA will be done using the adequate safeguards permitted by regulators for transfers of personal data outside of the EEA. We require third parties to respect the security of your data and to treat it in accordance with the law.

We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

## WITHDRAWING CONSENT OR CHANGING YOUR INFORMATION

You can change or withdraw your consent for us to hold or to use your personal data for the purposes at any time by emailing [julia.roberts@englobe-env.com](mailto:julia.roberts@englobe-env.com). We try to ensure that any changes to your personal data are enacted as soon as possible.

## SUBJECT ACCESS REQUESTS

You have the right to ask for a copy of any information we hold about you and to have any incorrect information in your personal details updated. You can request that we remove your records from our database or ask us to stop using your information for a specific purpose.

Subject Access Requests should be made in writing by emailing the Data Controller at [julia.roberts@englobe-env.com](mailto:julia.roberts@englobe-env.com). We will aim to provide the relevant data within one month. The Data Controller will always verify the identity of anyone making a Subject Access Request before handing over any information.

Signature: .....  
Managing Director, Julia Roberts  
17 January 2024