

Prospective Partner Policy Pack



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CONFIDENTIALITY AND CONFLICTS OF INTEREST UNDERTAKING

Confidentiality

Global Alliance for Livestock Veterinary Medicines (GALVmed)¹ has access to certain information relating to research, development and testing of new or improved means to treat or control major livestock diseases as well as information relating to GALVmed's own business, financial and operational matters, all of which it considers to be confidential and proprietary to itself or to entities collaborating with it (hereinafter referred to as "the Information").

1. The Prospective Partner may have access to the Information (in written and/or oral form) in the course of their dealings with GALVmed.
2. GALVmed is willing to provide to the Prospective Partner the Information for the purpose of performing their responsibilities in connection with the activities of GALVmed, provided that the Prospective Partner undertakes to use such information only insofar as required in connection with those responsibilities, and that the Prospective Partner shall only disclose the Information to persons who reasonably require it and who are bound by like obligations of confidentiality and non-use.
3. The obligation of confidentiality shall continue in force from the date of signature of this Prospective Partner Pack and for a period of 6 years from the date on which Information was disclosed to them.
4. The Prospective Partner undertakes to regard the Information as confidential and proprietary to GALVmed (or its collaborators) and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied in whole or in part, other than as provided, for herein, except that the Prospective Partner shall not be bound by such obligations if they are clearly able to demonstrate that the Information:
 - a) was known to them prior to any disclosure by GALVmed to the Prospective Partner; or
 - b) was in the public domain at the time of disclosure by GALVmed; or
 - c) becomes part of the public domain through no fault of the Prospective Partner; or
 - d) becomes available to the Prospective Partner from a third party not in breach of any legal obligations of confidentiality to GALVmed or its collaborators.
5. The Prospective Partner also undertakes not to communicate the deliberations and decisions of GALVmed to any person, except in accordance with this Undertaking or with the prior written consent of GALVmed.
6. If a breach of any condition occurs, or GALVmed has reasonable grounds to believe it has occurred, then GALVmed may request immediate return of all the Information or shall not be obliged to continue to supply the Information.

¹ A company limited by guarantee and incorporated in England & Wales under the Companies Act (Number 05393391) and having its registered office at c/o Dentons, One Fleet Place, London EC 4M 7WS, United Kingdom and its administrative office at Doherty Building, Pentlands Science Park, Edinburgh EH26 0PZ

Conflicts of Interest

7. The Prospective Partner hereby confirms and agrees that as at the date of signing, no Conflict exists. If a Conflict of Interest does exist, they will inform GALVmed of the extent and nature of the Conflict as soon as possible.

Governing Law

8. This Undertaking and all matters relating to it (contractual and non-contractual) shall be governed by and construed in accordance with the laws of Scotland. The Prospective Partner hereby submits to the exclusive jurisdiction of the Scottish courts.

PARTNER CODE OF CONDUCT AND RELATIONS

Purpose

GALVmed's aim in establishing this 'Partner Code of Conduct and Relations' is to provide a clear framework within which our partners are expected to conduct themselves. GALVmed strives to maintain standards in which honesty, integrity and respect for fellow employees, consultants, partners and beneficiaries is reflected in personal behaviour and standards of conduct.

This Partner Code of Conduct applies to all organisations or associated personnel working for GALVmed including, but not limited to, consultants and partners (for simplicity this group is referred to collectively as 'representatives' in this document) GALVmed expects all representatives to abide by this Code of Conduct.

Principles

Organisations and individuals who are considered representatives of GALVmed are expected to have regard to the impact of their actions on beneficiaries, the environment and the wider community.

a. General Conduct and Behaviour

Representatives are expected to behave in an honest, ethical and professional way at all times.

b. Equal Opportunities

Representatives are expected to engage with GALVmed's commitment to providing a supportive environment in which respect is shown to all, and where all representatives regardless of their age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion / belief, sex, sexual orientation, or any other characteristic are encouraged to perform to their full potential.

c. Use of Language

GALVmed expects representatives to be careful in their use of language to ensure that no inappropriate words are used that may cause offence whilst on GALVmed business.

d. Bullying and Harassment

Representatives are responsible for ensuring that their own behaviour, does not constitute harassment, bullying, intimidation, exploitation or abuse. GALVmed will take action against any inappropriate behaviour which demonstrates a lack of respect for others, or which leads people to feel uncomfortable or threatened.

e. Sexual Harassment

Representatives are responsible for ensuring that they do not exhibit any unwanted conduct of a sexual nature which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. This also covers treating someone less favourably because they have submitted to, or refused to submit to, unwanted conduct of a sexual nature or in relation to gender reassignment or sex.

f. Health and Safety

Representatives are required to be committed to take all practicable steps to ensure the health, safety and welfare of partners, consultants, trustees, visitors and members of the public whilst on GALVmed premises or engaged in GALVmed duties

g. Performance

Representatives are expected to follow all reasonable rules and instructions given by those supervising or managing their duties, project and/or work area.

GALVmed also follows the Inter-Agency Standing Committee's Six Core Principles of Sexual Exploitation and Abuse. These are:

1. Sexual exploitation and abuse by GALVmed partners constitute acts of gross misconduct and are therefore grounds for termination of contract.
2. Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief regarding the age of a child is not a defence.
3. Exchange of money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited. This includes exchange of assistance that is due to beneficiaries.
4. Any sexual relationship between those providing assistance and protection, and a person benefitting from such assistance and protection that involves improper use of rank or position is prohibited. Such relationships undermine the credibility and integrity of GALVmed.
5. Where a GALVmed partner develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same company or not, they must report such concerns via established company reporting mechanisms.
6. GALVmed partners are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

Breaches of This Code

This code of conduct has been drawn up to provide a source of guidance to GALVmed's representatives. It does not form part of any contract to provide services and can be amended at any time by GALVmed. Breaches of this code will be taken seriously and may result in disciplinary action, which could lead to dismissal or contract termination.

Reporting Concerns

All employees and representatives are obliged to report any concerns involving GALVmed or partners or representatives of GALVmed via our confidential email: complaints@galvmed.org or call: +44 (0)131 445 6274.

GALVmed will take action against any employee or representative who seeks or carries out retaliatory action against those who have reported concerns or are involved in investigating or handling them.

SAFEGUARDING

Summary

The purpose of this policy is to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with GALVmed and GALVmed partners.

This includes harm arising from:

- The conduct of partners or personnel associated with GALVmed.
- The design and implementation of GALVmed's programmes and activities.

What is Safeguarding?

GALVmed is governed by UK regulation. In the UK, safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect.

Policy Statement

GALVmed believes that everyone we come into contact with, regardless of age, race or ethnic origin, sex, gender identity, disability, or sexual orientation has the right to be protected from all forms of harm, abuse, neglect and exploitation. GALVmed will not tolerate abuse and exploitation by those acting on GALVmed's behalf.

GALVmed commits to addressing safeguarding throughout its work through prevention, reporting and response. GALVmed seeks this commitment from its partners, contractors, associated personnel and others involved in its work and programmes.

Prevention

GALVmed Responsibilities

GALVmed will ensure all associated personnel and partners have access to and are familiar with their responsibilities under this policy.

- Design and undertake all of its programmes and activities in a way that protects people from harm that may arise from their coming into contact with GALVmed personnel and partners. This includes the way in which information about individuals in our programmes is gathered and communicated.
- Follow up on reports of safeguarding concerns promptly and according to due process.

Employee/ Associated Personnel Responsibilities

Child Safeguarding

Associated personnel must not: Engage in sexual activity with anyone under the age of consent; Sexually abuse or exploit children; Subject a child to physical, emotional or psychological abuse, or neglect; Engage in any commercially exploitative activities with children including child labour or trafficking.

Adult Safeguarding

Associated personnel must not: Sexually abuse or exploit anyone, and in particular at-risk adults; Subject anyone, and in particular an at-risk adult to physical, emotional or psychological abuse, or neglect.

Additionally, Associated Personnel are obliged to:

- Contribute to creating and maintaining an environment that prevents safeguarding violations and promotes the implementation of the Safeguarding Policy.
- Report any concerns or suspicions regarding safeguarding violations.

Enabling Reports

GALVmed will ensure that safe, appropriate, accessible means of reporting safeguarding concerns are made available to Associated Personnel and the communities we work with.

Any concerns or complaints reported will be handled confidentially unless there is a legal obligation of broader disclosure. GALVmed will accept written complaints about Employees or Associated Personnel from external sources such as members of the public, partners and official bodies.

How to report a Safeguarding Concern

Anyone who wish to report a complaint or concern relating to safeguarding should report it immediately to their organisation or if appropriate to GALVmed via our confidential email: complaints@galvmed.org or call: +44 (0)131 445 6274.

Response

GALVmed will investigate safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

GALVmed will investigate allegations of sexual exploitation and abuse. In order to protect those involved, sensitive information will be treated confidentially and shared only with discretion and on a need-to-know basis. GALVmed also reserves the right to refer cases to the relevant authorities.

When GALVmed is engaging in partnership, contracts will state that the failure of those entities or individuals, to take preventive measures against safeguarding breaches shall constitute grounds for GALVmed to terminate such agreements.

GALVmed will offer support to survivors of harm caused by Associated Personnel, regardless of whether or not a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

WHISTLEBLOWING

GALVmed seeks to conduct itself with honesty and integrity at all times. It is recognised however, that all organisations face the risk of their activities going wrong from time to time, or of unknowingly harbouring malpractice. GALVmed has a duty to take appropriate measures to identify such situations as early as possible and attempt to remedy them. On this basis, both staff and partners are encouraged to raise genuine concerns about suspected malpractice by GALVmed without fear of reprisals.

Scope

This policy applies to any partners working in any direct capacity with GALVmed, including individuals, organisations and consultants.

Whistleblowing

The term whistleblowing can be defined as raising a concern about a wrongdoing or danger or suspected wrongdoing or danger within an organisation that is in the public interest. The concern must be a concern about a malpractice which can include: fraud or other criminal offences; failure to comply with legal obligations; actions which could be damaging to the environment; actions which could be endangering an individual's health and safety; or a deliberate concealment of information relating to any of the above.

A concern can be raised at any time about an incident that has happened in the past, is happening now, or it is believed will happen in the near future.

Raising a Concern about GALVmed

You should report your concerns via our confidential email: complaints@galvmed.org or call: +44 (0)131 445 6274. You should include full details and, if possible, supporting evidence. You must state that you are using the Whistleblowing Policy and specify whether you wish your identity to be kept confidential.

GALVmed would prefer not to receive anonymous disclosures as they are very difficult to act upon as there may be little or no corroborated evidence to substantiate the allegations. However, we will make every effort to ensure confidentiality of your identity.

Confidentiality

Every effort will be made to keep your identity confidential. However, there may be circumstances where, because of the nature of the investigation or disclosure, it will be necessary to disclose your identity. If in our view such circumstances exist, we will inform you that your identity is likely to be disclosed. It is possible, however, that your role as the whistleblower could still become apparent to third parties during the course of an investigation.

Equally, should an investigation lead to a criminal prosecution, it may become necessary for you to provide evidence to authorities. In these circumstances the implications for confidentiality will be discussed with you. In order to ensure any investigation into the alleged malpractice is as effective as possible, you will also be expected to keep the fact that you have raised a concern, the nature of the concern and the identity of those involved, confidential.

DIVERSITY AND EQUALITY

Policy Statement and Purpose

GALVmed is committed to promoting equal opportunities and encouraging diversity amongst our workforce and partnerships.

At GALVmed, we respect diversity and understand and value each other's differences. Our partners and workforce come from a wide range of backgrounds, and we believe that our different experiences and perspectives can bring innovative ideas and approaches which enable us to better understand our beneficiaries and provide a more efficient and effective way of working. To that end, this policy aims to set out GALVmed's approach to diversity and equal opportunities.

Principles

GALVmed is committed to giving equal opportunities in all aspects of business engagement. GALVmed selects and partners with individuals and organisations on the basis of their ability, qualifications and suitability for the work scope or opportunity regardless of race, age, disability, sex, sexual orientation, gender reassignment status, pregnancy and maternity status, religion or belief, and marriage or civil partnership status.

Discrimination, bullying, harassment and victimisation for any reason are unacceptable behaviours which do not support individuals' right to be fairly and equally treated and therefore, will not be tolerated by GALVmed by employees or partners.

Our commitment to the principles of the Modern Slavery Act 2015

GALVmed is committed to the principles of the UK Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking. We do not enter into business with any organisation, in the UK or abroad, which knowingly supports or is found to be involved in slavery, servitude and forced or compulsory labour.

Embedding the Principles

We will continue to embed the principles through:

- ensuring partners are aware of and follow [modern slavery procurement guidance on GOV.UK](#);
- continuing to take action to embed a zero-tolerance policy towards modern slavery.

ANTI-FRAUD

GALVmed is committed to the prevention of fraud and upholds all applicable laws relevant to countering fraud in all the jurisdictions in which it operates. GALVmed seeks to reduce the opportunity for fraud and will take prompt action to investigate fully and address any suspected cases. As a UK registered charity GALVmed remains bound by the laws of the UK, including the Fraud Act 2006 and the Bribery Act 2010, in respect of its activities both at home and abroad.

Scope

This Policy applies to all GALVmed's staff and anyone working in any capacity with GALVmed, including employees, Trustees, consultants, agents, partners or other persons or organisation who may represent GALVmed from time to time, within the UK and overseas. Partners and associates are required to take reasonable steps to ensure that, in carrying out activities supported by GALVmed, they and their directors, officers, employees and associates comply with all applicable anti-fraud laws.

Definition of Fraud

Fraud is a form of dishonesty, involving false representation, failing to disclose information or abuse of position, undertaken to gain or cause loss to another. Fraud may be carried out by someone connected to GALVmed, as well as a crime committed by entirely external individuals or entities.

The term is used to describe such acts as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion.

It is the contractual duty and responsibility of all Associated Parties to:

- act with propriety at all times, in particular in the use of GALVmed resources;
- be alert to the possibility of fraud and take special care where unusual events or transactions occur; and
- report immediately if they suspect fraud is taking or has taken place.

Breach of Anti-Fraud Policy

GALVmed reserves the right to terminate its contractual relationship with its partners, and associates if they breach this Policy. Under the UK Fraud Act 2006, fraud is punishable for individuals by up to 10 years' imprisonment.

Should you believe or suspect that a conflict with this Policy or the Fraud Act has occurred or may occur in the future you must report your concerns to GALVmed at complaints@galvmed.org. At no time and under no circumstances should you voice any suspicions to the person(s) whom you suspect, otherwise, you may commit a criminal offence of "tipping off". You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes fraud it should be reported. All matters will be dealt with in confidence.

GALVmed will promptly and vigorously investigate all cases of actual or suspected fraud and take appropriate action. In the case of proven, or suspected, fraud of a serious nature, GALVmed may refer the matter to the appropriate authorities. If an associated party is found to have committed a breach of this Policy, it could lead to termination of the contractual relationship.

Policy Communication

GALVmed's zero-tolerance approach to fraud will be communicated to all partners, associates, suppliers, and contractors at the outset of its relationship with them, through this document and as appropriate thereafter.

ANTI-BRIBERY

GALVmed has a zero-tolerance approach to bribery and corruption. GALVmed is committed to acting professionally, transparently and with integrity, implementing and enforcing effective systems to counter bribery. GALVmed's policy is to conduct its business in an honest and ethical manner.

Scope

This policy applies to all 1) GALVmed employees; 2) Board Directors (trustees); and 3) all consultants, contractors, partners, and agents acting for, or on behalf of, GALVmed within the UK and overseas (associated parties).

GALVmed is bound by the laws of the UK, including the Bribery Act 2010 which describes bribery as a criminal offence and applies in respect of our conduct both at home and overseas. A criminal offence will be committed under the Act if an employee, trustee or associated persons, either in the UK or overseas:

- offers, promises or gives a bribe to another person;
- requests, agrees to receive, or accepts a bribe;
- bribes a foreign public official in order to retain business; or
- an organisation fails to prevent an bribery by those who perform services for/on its behalf.

Responsibilities

It is the contractual duty and responsibility for all Employees, Trustees and Associated Parties to:

- act with propriety at all times, in particular in the use of GALVmed resources;
- be alert to the possibility that behaviours or transactions could be an indication of bribery; &
- report immediately to GALVmed if they suspect bribery is taking or has taken place (through the Whistleblowing Policy if necessary).

Breach

If any party is found guilty of bribery and corruption the penalties are substantial (individuals – up to 10 years imprisonment and unlimited fine and potential confiscation of property; organisation – unlimited fines; potential imprisonment for senior managers/trustees (up to 10 years)).

GALVmed will promptly and vigorously investigate all cases of actual or suspected bribery and take appropriate action. If a trustee or associated party are found to have committed a breach of this Policy, it could lead to termination of the contractual relationship.

Agents

Agents are defined as representatives who have authority to make commitments on behalf of GALVmed. Agents in GALVmed are primarily key consultants but may also be other partners depending on the nature of their contract. We will communicate our zero-tolerance approach to bribery and corruption to all third parties that we work with. We will seek to include a clause relating to fraud and bribery within every contract.

Security & Safety

Finally, but most importantly - payments demanded by a government official, police or army under duress should be avoided but GALVmed recognises that they may be unavoidable if the health and security of the employee, trustee or associated person's health and security is at risk.

CORPORATE SOCIAL RESPONSIBILITY

Definition

GALVmed recognises that its business operations and processes may have an impact on social, economic and environmental issues. GALVmed commits to ensuring and maintaining socially responsible behaviour throughout the organisation.

Objective

GALVmed seeks to sustain a business that is successful and respected in its ethical standing by our stakeholders. These include beneficiaries, funders, regulators, suppliers and the community. We embrace the role our organisation plays on a day-to-day basis in contributing to a better society. We expect our partners to have similar aims.

Policy

GALVmed are aware that the running of our organisation will, in many ways, affect beyond our place of work to the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that.

Our corporate social responsibilities are identifiable in the following areas:

Environment

- reducing the amount of waste produced by the business;
- ensuring that water/electricity is used responsibly;
- minimising travel to only that required for business critical reasons;
- recycling materials as extensively as possible.

Equal Opportunities

We are committed to providing an environment of equal opportunities for all members of our workforce. No account of any of the protected characteristics set out in the Equality Act 2010 shall be taken to a detrimental effect in any decision involving recruitment, promotion, provision of facilities etc.

Business Partnerships

We will strive to engage with local suppliers and businesses where possible to meet the business' operational needs, in order to support businesses within our area and decrease our carbon footprint. In respect of our entire Corporate Social Responsibility initiative, we expect no lesser standards from our suppliers, contractors, third parties and business partners.

SANCTIONS

GALVmed are committed to carrying on business in accordance with the highest ethical standards. This includes complying with all applicable sanction laws including laws and regulations relating to economic and/or financial sanctions, export controls and/or trade embargoes administered and enforced by governments worldwide.

UK, EU and US sanctions laws are considered to be the most comprehensive regimes and are the most frequently enforced (even where the activities don't happen in those countries). GALVmed's presence in the UK, links with EU and US means they form a key reference point for this statement, setting a high and consistent standard.

Statement on Sanctions

No activity should take place in violation of applicable sanctions laws, no matter the nature of the customer relationship or any other circumstance. There is no GALVmed activity that is exempt from adherence to this policy, and there is no minimum threshold which applies to violations of sanctions law.

GALVmed, the Board of Directors and its management are committed to complying with all Sanction laws and expect this commitment from Partners working on GALVmed's behalf to ensure compliance.

Who must comply with this statement?

This Statement applies to all persons working for GALVmed or on our behalf in any capacity, including employees at all levels, directors, officers, agents, contractors, external consultants, third-party representatives and business partners, sponsors, or any other person associated with us, wherever they are located.

What are sanctions laws?

Sanctions law imposes prohibitions on doing business in certain places (known as trade sanctions), and with certain individuals/entities (known as financial sanctions). Sanctions serve as a diplomatic tool to respond to violations of international law (such as acts of aggression, terrorism, and human rights abuse) and to restore international peace and security. Sanctioned Territories: territories that are heavily sanctioned - Belarus, Crimea, Cuba, Iran, North Korea, Russia, Syria and non- government-controlled areas of Ukraine - and trading with third parties located there (both procuring from or exporting to) is heavily restricted and/or embargoed. The sanction laws are updates regularly and should be consulted routinely.

Responsibility

All employees and third-party partners have the obligation to escalate potential compliance concerns relating to sanctions via our confidential email: complaints@galvmed.org or call: +44 (0)131 445 6274.. No employee or third-party partner shall suffer as a consequence of bringing to the attention of senior management, in good faith, a known or suspected breach of this Policy.

Non-compliance

Any employee and/or third-party partner who violates this policy may be subject to disciplinary action or termination of contract in addition to any other potential actions or penalties resulting from a breach.

EXTERNAL PRIVACY

Contact details

Name: Global Alliance for Livestock Veterinary Medicines (GALVmed)
Address: GALVmed, Doherty Building, Pentlands Science Park, Bush Loan, Edinburgh
EH26 0PZ Scotland, UK
Phone Number: +44 (0)131 445 6264
E-mail: info@galvmed.org

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (name, contact details, address, date of birth, nationality, bank details, passport details)
- CV or Resume
- Photos or videos
- Location data

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To contract with partners and consultants
- To book travel arrangements where necessary
- To pay fees or reimburse expenses where necessary
- To analyse statistics and report to Funders and GALVmed's Board of Trustees
- To comply with charitable and organisational requirements
- To promote GALVmed's team

We use the information that you have given us in order to:

- Generate contracts for partners and consultants
- Book travel where necessary
- Fulfil contract fees
- Reimbursement of expenses
- Report to Funders and GALVmed's Board
- Update Companies House and the Charities Commission
- Share content on our website and social media platforms

We may share this information with:

Internally

- GALVmed - Corporate Services Team and others within GALVmed

Externally

- Project and Intellectual Asset Management (PIAM)
- Gray Dawes Travel
- Regulators: Companies House, Charities Commission, Office of Scottish Charity Regulators
- Funders of GALVmed
- GALVmed's Board of Trustees and where appropriate, Governance Participants
- WhatsApp
- Skype
- Microsoft Office
- Excellimore

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are we have a contractual obligation, legal obligation and legitimate interest.

How we store your personal information

Your information is securely stored. We keep this data for six years; we will then dispose your information by deleting it from our systems.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@galvmed.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@galvmed.org.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>