



1<sup>st</sup> January 2023

## GDPR policy for IBB Consulting ApS

IBB Consulting ApS was founded in 2017 and, as a company provides consulting services within the field of preclinical safety to collaborating biotech and pharmaceutical companies. IBB Consulting ApS has one employee; i.e. Ingrid Brück Bøgh.

### Personal data in relation to contracts:

Prior to the initiation of these services, IBB Consulting ApS issues contracts (confidentiality and consultancy agreements) with the collaborating partners, in which GDPR related personal data will comprise **name, title, company address of the contract responsible, and in some cases the name of a contact person**. The contracts are archived electronically, and IBB Consulting ApS may hold a printed copy of these contracts.

### Personal data in relation to services and networking:

Invoices issued by IBB Consulting ApS to collaborating partners will contain company name, address and the name of a contact person. Furthermore, in relation to actual scientific services and in relation to networking, IBB Consulting ApS communicates with business partners, collaborating partners and their employees electronically by e-mail and/or phone. In this context, GDPR related personal data may comprise **name, title, contact information (i.e. address, e-mail and/or phone number)** of the person in contact with IBB Consulting ApS.

### Access to personal data:

Ingrid Brück Bøgh is the only employee in IBB Consulting ApS, and thus, the only person with access to the personal data. Personal data will not be passed on to third parties or persons unless a consent has been obtained from the person in question.

### Storage systems of personal data:

Contracts, an electronic list of current and previous contracts and business partners and invoices are stored in folders on IBB Consulting's computer system. IBB Consulting ApS uses Microsoft 16, and files are regularly backed up on a local hard disk, which is stored at the head quarter of IBB Consulting. Mails will be kept in a folder system, which is backed up by the domain and mail provider "One.com". IBB Consulting utilizes the system "Economics" for accounting; company name and name of contact person in relation to invoicing will be registered in this system.



### Storage period:

In contracts, long-term confidentiality requirements are defined, and thus, all contracts will be retained 10 years after end of the defined confidentiality period for legal purposes, or more if there is a pending case that legitimizes the retainment for a longer period. Thereafter the electronic version of the contracts will be deleted, and the printed version destroyed.

The personal data in relation to mail correspondence will be retained during the collaboration, and up to 15 years after the end of collaboration for the purpose of follow up, in case scientific question arise, and/or for potential re-initiation of collaborations.

### Your rights:

In accordance with the GDPR, all collaborating partners and their employees have the right to seek insight into and/or correction of the personal data IBB Consulting ApS holds. With the exemption of the personal data in relation to contracts, business partners, collaborating partners and their employees can ask for deletion/destruction of their personal data listed above by contacting Ingrid Brück Bøgh via mail.

Data controller: **Ingrid Brück Bøgh**  
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