

Fair Processing Notice: Clients

Introduction

At Officio UK Ltd, we respect your personal data. This Fair Processing Notice explains how we will use your personal data as one of our clients or potential clients.

Our head office address is:
Pacific House, Relay Point,
Wilnecote,
Tamworth,
B77 5PA

The person with responsibility for data protection is Liz Yorke and she can be contacted at mydata@askofficio.com

What personal data do we collect about you? How will we use that personal data?

At Officio, we value each and every one of our clients and we take your data privacy very seriously. When you are a client contact of ours, we will collect and process your personal data in order to further our relationship with you. We start by collecting your name, address, phone, and email. These may be business or private or both.

The data we have about you is entered into our systems to ensure we deliver you the service you deserve.

If we are lucky enough to welcome you to one of our premises in person, then please take a look at the separate Fair Processing Notice aimed at our Visitors as we may treat your data slightly differently.

What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. Most of our processing is done because we have a legitimate interest in doing so.

We will process the following personal data because we believe that we have a legitimate interest in doing so: your personal data provided when you give us your business card or email one of our employees, websites or inboxes.

Our legitimate interest is furthering our business relationship. You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

We share your data with:

- Our software providers, (eg our CRM provider)
- Workspace providers who match the requirements you give us

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

How long do we keep your personal data for?

We will hold your data for as long as you remain a contact for our mutual or future business, plus 3 years. If you are no longer the most appropriate contact then please let us know.

Your rights as a data subject

The GDPR gives you rights as a data subject. You have:

- the right to request from us access to your personal data;
- the right to request from us rectification of your personal data;
- the right to request from us erasure of your personal data;
- the right to request from us restriction of processing your personal data;
- the right to object to our processing of your personal data;
- the right of data portability;
- if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
- You have the right to complain to the ICO.

More information on your rights can be found in Chapter 3 of the GDPR.