

Fair Processing Notice: Web Users

Introduction

At Officio UK Ltd, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you are one of our suppliers.

Our head office address is:
Pacific House Relay Point,
Wilnecote,
Tamworth,
Staffordshire,
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?

When you visit our website, you are given the opportunity to give us your personal data, through a number of contact forms. Each form could include your title, name, email address, job role, phone number, IP/MAC address and any other info you put in the free text boxes. We need all of this to make sure the right person in our business contacts you regarding your enquiry. When you send the data to us, it is automatically uploaded to our cloud-based CRM system.

If you subsequently become a potential client or supplier, then please see our separate FPNs detailing how we treat your data.

We have a separate policy on how we use cookies, which is available on our website.

What is our legal basis for processing your personal data?

We need a legal basis in order to process your personal data. For the personal data you give us through our website, the legal basis is consent.

We will process the following personal data because you have consented for us to do so:

we process all of the data outlined above with your consent. You are free to withdraw your consent at any time by emailing mydata@askofficio.com. After this we will delete the data you gave us through our website.

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 personal data with:

- Our software providers
- Our website host
- Our cloud service providers

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 no more than 6 months, as detailed above.

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.