

Data Privacy Policy/Notice

Ver:1.00 May 18

Who are Oracle Components Group:

We are Oracle Components Ltd and operate under a group of trade names, our business is B2B and we are dedicated to supporting the UK Aerospace, Defence, Electronics and Manufacturing sectors.

We are registered with Companies House in England and Wales as a Limited Company, registration number 05045250. We are registered with the Information Commissioners Office (ICO) in the UK as a Data Processor and Data Controller, registration number Z8717276

This Data Privacy Policy/Notice applies to data we hold on internal systems to manage and control our business activities.

We are committed to protecting the security of the data we handle and hold, we commit to ensure a secure and data protection compliant environment at all times. We commit to maintaining our Cyber Essentials Certification as all times.

We are required to comply with the current, in force Data Protection Act and the General Data Protection Regulations (GDPR). If you wish to find out more please visit the UK Information Commissioner's Office website at <https://ico.org.uk>.

Our Registered Address:

10-12 Mulberry Green
Old Harlow
Essex
CM17 0ED

Our Trading Address:

3 The Fairway, Bust Fair
Harlow
Essex
CM18 6LY

Tel: 01279 868786 Opt 3

Why is it important to have a Data Privacy Policy/Notice:

The General Data Protection Regulations (GDPR) are in force across the EU, including the UK, this policy is intended to provide you with the information they need to understand how Oracle uses relevant information, as well as satisfying the GDPR requirements.

This Data Privacy Policy/Notice sets out what data we have and how we process, manage and protect the data we hold.

Oracle Components Group is committed to ensuring that your privacy is protected.

Oracle Components Group 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.

What data do we collect/hold:

We may collect/hold the following information:

- Your name
- Your title
- Your job role and function
- Your business contact email
- Your business contact phone & fax number
- Demographic and classification information about the business
- Your business address and postcode
- CCTV images within and around our building

From this GDPR classes your name as personal data, which means Oracle Components Group must comply with GDPR.

Oracle Components Group, will as policy, avoid collecting and/or holding other personal data, please refrain from providing any such data when corresponding with Oracle Components Group.

Why do we hold this data:

The GDPR lists six lawful basis for holding and processing data, Oracle Components Group use 'Legitimate Interest' for direct marketing and communicating with businesses. And 'Performance of a contract' & 'Legal Obligation' for processing of customer contracts and purchasing orders. And 'Legitimate Interest' to record CCTV images of our site.

The Information Commissioners Office (ICO) states companies who use 'Legitimate Interest' as a lawful basis must complete a Data Protection Impact Assessment, which we have done.

What we do with this data:

We require this data to understand your needs, provide you with a better service, perform contracts and meet regulatory requirements and in particular for the following reasons:

- We may periodically send promotional emails or newsletters about new products, special offers or other information which we think you may find of interest.
- As part of our Quality Management System (QMS) from time to time, we may use your information to contact you for market research and feedback purposes.
- We may contact you by email, phone or mail in order to communicate and understand our customers better.
- We will process any contracts or purchase orders your organisation may place with us.
- We may obtain insurance quotes and prevent, deter and detect criminal activity.
- Data is retained indefinitely.
- We hold the data in secure storage internally and on a dedicated secure remote IT server.
- Government and some of our customers may visit us to audit our QMS for regulatory reasons.

We do NOT share your data with any third party. We do not sell, distribute or lease your personal or business information to any third parties unless we are required to do so by UK law.

Where has the data come from:

Details have been obtained from previous interactions between individuals in your and our organisations. From your organisations websites and from LinkedIn profiles.

Your right to see, object and to rectification or deletion of your data:

You have the right to see, object to the processing of or amend or request deletion of your personal data, unless Oracle Components Group have a requirement to process or retain your data due to other regulatory reasons, (you will be advised at the time of your request if this is the case). Simply email any objection or request to Sales@OracleComponents.co.uk with a subject of 'GDPR Request'.

Please Note: For legal reasons, if you request to opt-out of our services, we need to indefinitely retain enough of your personal information to ensure that this is respected. This is provided for in the regulations.

Security of data:

We are committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we hold.

Changes to this Data Privacy Notice:

This policy is effective from 25th May 2018.

This Data Privacy Policy/Notice will be reviewed as required to fully comply with changes in the law and changes to our processes. This page will be updated to reflect such changes and will only become valid upon that update.