



# GDPR Privacy Notice

# Introduction

This document refers to personal data, this is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The Data Protection Act (DPA), Privacy and Electronic Communications Regulations (PECR) and The General Data Protection Regulation (GDPR) which is EU wide and far more extensive, seek to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain such as Companies House data.

OQEMA Limited is pleased to provide the following GDPR information:

## Who we are

OQEMA Limited is a Manufacturer and Sale & Distribution business in the Chemical B2B sector.

# Personal Data

OQEMA Limited uses the information collected from you to provide quotations, make telephone contact and to email you marketing information which it believes may be of interest to you and your business. In you making initial contact you consent to OQEMA Limited maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls and details of your visits to our website, including but not limited to personally identifying information like Internet Protocol (IP) addresses. OQEMA Limited may from time to time use such information to identify its visitors. OQEMA Limited may also collect statistics about the behaviour of visitors to its website.

OQEMA Limited's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. OQEMA Limited's website visitors, who do not wish to have cookies placed on their computers should set their browsers to refuse cookies before using OQEMA Limited's website.

Any information OQEMA Limited holds about you and your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit referencing agencies.

OQEMA Limited will only collect the information needed so that it can provide you with a comprehensive, lawful and quality services, OQEMA Limited does not sell or broker your data.

## Consent

Through agreeing to this privacy notice you are consenting to OQEMA Limited controlling your personal data for the purposes outlined. You can withdraw consent at any time by emailing [info@oqema.co.uk](mailto:info@oqema.co.uk) or by phoning +44 (0) 1993 843081 or writing to us, see last section for full contact details.

## Disclosure

OQEMA Limited may on occasions pass your Personal Information to third parties exclusively to process work on its behalf. OQEMA Limited requires these parties to agree to process this information based on our instructions and requirements consistent with this Privacy Notice and GDPR. OQEMA Limited do not broker or pass on information gained from your engagement with us without your consent. However, OQEMA Limited may disclose your Personal Information to meet legal obligations, regulations or valid governmental request. OQEMA Limited may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of OQEMA Limited, its clients and/or the wider community.

## Retention Policy

OQEMA Limited will control personal data during the duration of any contract and will continue to store only the personal data needed for 7 (seven) years after the contract has expired to meet any legal obligations. After 7 (seven) years any personal data not needed will be deleted.

## Data storage

Data is held in the United Kingdom using different (multiple) servers. OQEMA Limited does not store personal data outside the EEA.

## Your rights as a data subject

At any point whilst OQEMA Limited is in possession of your personal data, all data subjects have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

In the event that OQEMA Limited refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

OQEMA Limited at your request can confirm what information it holds about you and how it is controlled.

## **You can request the following information:**

- Contact details of the data protection officer, where applicable.
- The purpose of the, and the legal basis for having the data.
- The categories of personal data collected and stored.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to controlling data.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (ICO).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

## **To access what personal data is held, identification will be required**

OQEMA Limited will only release information on personal data to a valid director, officer of a business, a copy of a driving licence, passport, birth certificate or photographic ID along with a supporting document from the business is required. If OQEMA Limited is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to [info@oqema.co.uk](mailto:info@oqema.co.uk) or by phoning +44 (0) 1993 843081 or writing to us at the address further below.

## **Complaints**

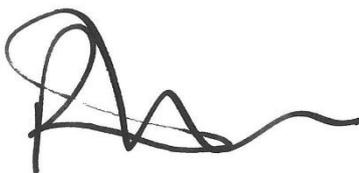
In the event that you wish to make a complaint about how your personal data is being processed by OQEMA Limited, you have the right to complain to OQEMA Limited's Data Protection Officer. If you do not get a response within 30 days you can complain to the ICO.

## **The details for each of these contacts are:**

**OQEMA Limited**, Robert Moss, Data Protection Officer, Winstons House, Carterton, Oxon, OX18 3EZ - email: [rob.moss@oqema.co.uk](mailto:rob.moss@oqema.co.uk)

**ICO**, Wycliffe House, Water Lane, Wilmslow, SK9 5AF - Telephone +44 (0) 303 123 1113

**Signed on behalf of the board:**

A handwritten signature in black ink, appearing to be 'R. Moss', written over a horizontal line.

**Robert Moss, Managing Director**