

## GDPR Data Protection Policy

### Overview

Oxford Safety Supplies records relevant customer and employee information on its personnel systems. These systems are both manual and computerised and clients and employees have the right to access all their data if it is stored in a “relevant filing system”, in accordance with the Data Protection Act 2018. Persons wishing to see their records must submit a request in writing to a Senior Director of the Company.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

Oxford Safety Supplies Ltd is registration number under the Data Protection Act 2018 is Z151202X. We aim to always operate in a professional and responsible manner and to be open and accountable for all the data stored. We do not hold any data on our systems for any longer than necessary.

Oxford Safety Supplies understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our clients and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

### 1. Information About Us

Oxford Safety Supplies is a Limited company registered in England, and our main trading address is Olympic House, Collett, Southmead Industrial Park, Didcot. OX11 7WB.

Telephone number: 01235 814112

Email: [sales@oxfordsafetysupplies.co.uk](mailto:sales@oxfordsafetysupplies.co.uk)

VAT number: 311 4106 24

### What Does This Notice Cover?

This Privacy Information explains how we use your personal data in compliance with the Data Protection Act (2018) and GDPR (2016): how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

## What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

## What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 11.
- The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 11 to find out more.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.
- For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office.

## What Personal Data Do You Collect?

We may collect some or all of the following personal data (this may vary according to your relationship with us):

Name;  
Date of birth;  
Gender;  
Address;  
Email address;  
Telephone number;  
Business name;  
Job title;  
Profession;  
Sizes;  
Payment information;  
Trading History (products & prices)  
Credit Checking (where applicable)

The data is gathered from prior trading activities, and ongoing business, received verbally, in writing or electronically. The data is stored in paper form and on our computer system at our secure offices.

## How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your account.
- Supplying our products services to you. Your personal details are required in order for us to enter into a contract with you.
- Personalising and tailoring our products and services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email and post, (you may unsubscribe or opt-out at any time by contacting us using the details provided in Part 11.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone or post with information, news, and offers on our products and services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

### **How Long Will You Keep My Personal Data?**

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for as long as you have a trade account with us or potentially could use our services.

### **How and Where Do You Store or Transfer My Personal Data?**

We will only store or transfer your personal data in the UK. This means that it will be fully protected under the GDPR.

### **Do You Share My Personal Data?**

We may sometimes contract with a limited number of third parties to supply products and services to you on our behalf. These may include payment processing, delivery, and marketing. In some cases, those third parties may require access to some or all of your personal data that we hold.

If any of your personal data is required by a third party, as described above, we take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

Every third party that we outsource to has been thoroughly checked and meets all of the required standards. A list of the third parties that we outsource to, along with their privacy policies, can be obtained through contacting us on the details given in Section 11.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

### **How Can I Access My Personal Data?**

Clients and Employees have the right to access all their data if it is stored in a "relevant filing system" provided they give notice in writing at least seven days in advance of their wish to do so. If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

The information held by Oxford Safety Supplies in relation to any particular person or organisation can be diverse and may include, for example, information relating to solvency, payment terms, credit ratings etc.

All subject access requests should be made in writing and sent to the email or postal addresses shown towards the end of this document. To make this as easy as possible for you, a Subject Access Request Form is available for you to use. You do not have to use this form, but it is the easiest way to tell us everything we need to know to respond to your request as quickly as possible.

We will respond to your subject access request within three weeks, and, in any case, not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

In regard of employees, the following details may be stored;

- Employment, i.e. home address, bank details, emergency contact numbers, tax information, references, etc.,
- Attendance,
- Sickness, including medical certificates, etc.,
- Disciplinary matters

Note that some of this information is time limited and will be destroyed after a period.

## How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of);

Oxford Safety Supplies;

Email address: [sales@oxfordsafetysupplies.co.uk](mailto:sales@oxfordsafetysupplies.co.uk)

Telephone number: 01235 814112

Postal Address: Oxford Safety Supplies, Olympic House, Collett, Southmead Industrial Park, Didcot. OX11 7WB

## Changes to this Privacy Notice

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our

Signed:



Name: Stuart Robertson

Position: Director

Dated: 06/11/2023

Review Date: November 2024