

# Customer and Supplier Information Notice

## **Data controller: Oaklin Ltd, Oaklin Consulting LLP**

Oaklin collects and processes personal data relating to contacts at Oaklin suppliers, and current, historic and potential Oaklin customers. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **What information does the organisation collect?**

The organisation collects a range of information. This includes:

- your name, role and contact details, including email address and telephone number;
- the name of your organisation, organisation address and website
- details of meetings, phone calls, emails, agendas, outcomes, actions, minutes and other documents
- questions, comments, queries or feedback from engagement activities.

The organisation may collect this information in a variety of ways. For example, data might be gathered from commercial contracts, emails sent to Oaklin and publicly available information such as LinkedIn.

Data will be stored in a range of different places, including on Finance and CRM systems and on other IT systems (including email).

## **Why does the organisation process personal data?**

Data is collected help us:

- to support the performance of our contractual obligations
- to track our engagement activity with you and your organisation
- ensure our contact details are up to date
- develop a comprehensive view of our engagement activity with you and your organisation
- avoid duplicating meetings or communication on similar topics from a number of projects and functions
- respond to any actions, questions, feedback or queries that you've raised with us

## **Who has access to data?**

Your information may be shared internally within Oaklin. This includes individuals in the business area, and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties.

Your data may be transferred outside the European Economic Area (EEA). Data is transferred outside the EEA on the basis of Standard Contractual Clauses or other safeguards. By accepting this Privacy Policy and continuing to provide information to us, you will be deemed to have provided your consent to such transfers.

### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **Your rights**

- As a data subject, you have a number of rights. You can:
- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [data@oaklin.com](mailto:data@oaklin.com)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.