

General Data Protection Regulations

2016/679

PRIVACY NOTICE – Ocuair Limited

Personal data according to the GDPR is any information about an individual from which they may be identified.

How do we obtain your data?

If you contact us about our services or if you are referred to us as a point of contact to request information or to discuss the provision of a service.

What information do we collect?

As the Data Controller and processor we will collect and store the information necessary for legitimate business purposes, the performance of a contract or to comply with a legal obligation. Normally this would be your name, business address, business email address, job title.

We monitor visitor data via Google Analytics, this does not provide us with personal data and we have chosen IP anonymisation. This helps us identify which pages are being used and is only for our own purposes.

How will we use your data?

We will only process personal data for legitimate business purposes, for the entering into or the performance of a contract with you, or if we need to comply with a legal obligation. We will not use your data for marketing purposes without your consent.

Who we share your data with?

We may have to share your personal data with the following parties:

- Where we are part of a group of undertakings there may be a legitimate interest in transmitting personal data within the group.
- Professional advisers acting as processors or joint controllers including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, professional, banking, legal, insurance and accounting services.
- HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom who require reporting of processing activities in certain circumstances.
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy notice.

Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see **Your legal rights** below for further information.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Your legal rights

Unless subject to an exemption under the data protection laws, you have the following rights with respect to your personal data:

- The right to obtain if applicable, from the controller confirmation as to whether or not personal data concerning you is being processed, and, where that is the case, access to the personal data and the following information:
 - (a) the purposes of the processing;
 - (b) the categories of personal data concerned;
 - (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed;
- The right to rectify inaccurate data.
- The right to obtain erasure of your data if the retention is no longer necessary in relation to the purpose for which it was collected, or if there are no overriding legitimate grounds for its retention.

Please contact info@ocuaiir.com with any concerns.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable admin fee if your request is clearly unfounded, or excessive, particularly if it is repetitive, or for further copies of

the same information. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

We will provide the information within one month of receipt of the request, unless the request is complex.

Changes to this notice and informing us of changes

Please keep us informed if your personal data changes during your relationship with us. It is important that the personal data we hold about you is accurate and current.

Questions

Please contact us with any queries: info@ocuai.com

See the Information Commissioner website www.ico.org.uk for more details.

This notice was updated on 4th May 2018