

## PRIVACY NOTICE

This notice explains what we do in relation to collecting, storing, using, sharing, processing and safeguarding Personal Data. If you believe that we may hold Personal Data and you are the Data Subject, you have various rights under relevant legislation including rights of access.

This notice also tells you about your rights and choices with respect to your personal information and how you can reach us to get answers to your questions.

### Your Rights

If we hold your personal data, you are a Data Subject and have a number of rights UK data protection legislation including:

The right to be informed that your data is being collected. We do this by making this notice available to you and in limited circumstances where we ask for your written consent;

The right to access your personal data and know what data we hold. You should use the contact information below in the first instance and we will ask you for proof of identity as part of the process;

The right to rectification. If you believe that your personal data held by us is inaccurate you can ask us to correct the data;

The right to erasure. You can ask us to erase your personal data but please understand that there are circumstances where we will continue to be entitled to process your data, for example in order that we may fulfil our obligations under an insurance contract;

The right to restrict processing. You can ask us to restrict how we use your data; The right to portability. You can ask us to provide your personal data in a format that can be transmitted to another data controller;

The right to object. You can object to a data controller processing your data, typically where it is used for marketing purposes. We do not use personal data for marketing;

Rights related to automated processing, typically related to automated decisions and profiling. We do not use personal data to automate our decisions without human intervention but, you can ask us if we do this.

### Use and Processing of Information

Although the sections below describe our primary purpose in collecting your information, in many situations we have more than one purpose. As a result, our collection and processing of your information is based on different contexts, our need to perform a contract, our obligations under law, and/or our legitimate interest in conducting our business.

### Disclosing your information

We may provide information about you to those of our partners, whose products and services may be of interest to you.

We may use aggregate information and statistics for the purposes of monitoring website usage in order to help us develop the website and our service and may provide such aggregate information to third parties for example content partners and advertisers. These statistics will not include information that can be used to identify any individual. We will not pass on your personal information to third parties except in accordance with this policy, as required to provide products and services to you, which you agree to or where we are required to do so by law.

# Office Oracle

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## **Protecting your information**

Although we make every effort to create a secure environment for your personal information, we cannot guarantee the safety of any personal information. No method of transmission over the Internet, or method of electronic storage, is fully secure. While we use reasonable efforts to protect your personal information from unauthorized access, use, or disclosure, we cannot guarantee the security of your personal information. In the event that we are required by law to inform you of a breach to your personal information we may notify you electronically, in writing, or by telephone, if permitted to do so by law.

Some of our websites may permit you to create an account. When you do you will be prompted to create a password. You are responsible for maintaining the confidentiality of your password, and you are responsible for any access to or use of your account by someone else that has obtained your password, whether or not such access or use has been authorized by you. You should notify us of any unauthorized use of your password or account by contacting your account manager as soon as possible.

## **People who visit our website**

We use a third-party service, Google Analytics, to collect details of website visitor patterns. We do this to understand which pages and information are of most interest to visitors to our site to enable us to update and develop the content on our site.

We do not hold any personal data about visitors to our website and our contract with Google Analytics does not permit them to do so either.

## **Cookies and First Party Tracking**

We may use cookies and clear GIFs. “Cookies” are small pieces of information that a website sends to a computer’s hard drive while a website is viewed.

## **Cookies and Third-Party Tracking**

We may participate in behaviour-based advertising, which means that a third party uses technology (e.g., a cookie) to collect information about your use of our websites so that they can provide advertising about products and services tailored to your interests on our websites, or on other websites.

We have a legitimate interest in making our websites operate efficiently and in capturing websites’ analytics.