

# Orient8 Consulting Limited Privacy Policy

## Our contact details

Name: Orient8 Consulting Limited

Registered Address: 65 London Road, St Albans, AL1 1LJ

Phone Number: 07814 390115

E-mail: [helen.green@orient8consulting.com](mailto:helen.green@orient8consulting.com)

Date: 10 November 2023

## The type of personal information we collect

The information we process about you includes information:

- You have directly provided to us
- That we gather from third party service providers
- As a result of monitoring how you use our website or our services

## We currently collect and process the following information:

- Personal identifiers, such as your first and last names, your title and Company name
- Contact information, such as your email address, your telephone number, your postal address
- Records of communication including messages sent and received, meeting notes, emails, and telephone conversations
- Information attached to your IP address
- Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive. You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide you with Orient8 Consulting Limited services
- To fulfil contractual commitments to you

Date: 10/11/2023

We also receive personal information indirectly, from the following sources in the following scenarios:

- From business websites such as your Company website and LinkedIn so we can tailor our services to your needs
- From Analytics providers who provide insight into the types of visitors to the website, the length of visit and frequency

**We use the information that you have given us to:**

- Communicate with you
- Provide you with services
- Improve our service offering

**We may share this information with:**

- Peer organisations, suppliers and individuals who are contracted by Orient8 Consulting Limited to supply you with a service as part of the overall service provided to you by Orient8 Consulting Limited
- Professional advisers including accountants, lawyers, bankers, and insurers
- Government bodies and authorities – such as legal, financial, health or tax authorities

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting Helen Green at [helen.green@orient8consulting.com](mailto:helen.green@orient8consulting.com)**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored. We keep your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting or reporting requirements. The law requires us to keep basic information and business documents such as bank statements, invoices, and receipts for seven years.

We will then dispose of your information by deleting and destroying files.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [helen.green@orient8consulting.com](mailto:helen.green@orient8consulting.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [helen.green@orient8consulting.com](mailto:helen.green@orient8consulting.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>