

FMB Oxford is committed to protecting your privacy and respects your rights and interests regarding personal data. The purpose of this Privacy Notice is to make you aware of how and why FMB Oxford will collect and use your personal data.

## **Information we collect**

You may provide personal information including, but not limited to, your name, business address, business e-mail address and business telephone number via our website and email systems or via certain tendering portals.

## **How we use your information**

We process personal information for certain legitimate business purposes, which include the following; to respond to your enquiry, contact you about your request, ask a question, consider your application for employment and contact you for other reasons related to our services.

In addition we may also use the information you provide to operate, evaluate and improve our business.

## **Information we share**

We will hold and process personal information which you provide via the website or email for our own internal business purposes, unless we are obliged by law to disclose it. We may share data with trusted partners to enable us to deliver the services you have requested. We may also share selected personal information, along with details of institution and purchased product, in relation to a legitimate business interest during certain tender processes.

We reserve the right to transfer personal information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to direct the transferee to use personal information you have provided to us in a manner consistent with our Privacy Notice.

## **Your Rights**

Subject to applicable law, you may have the right to access, rectify, restrict the processing of or delete your personal data.

In order to exercise these rights so that updates, corrections and/or deletions can be made in accordance with applicable law, you can contact FMB Oxford at [HR@FMB-Oxford.com](mailto:HR@FMB-Oxford.com)

In many countries, you have a right to lodge a complaint with the appropriate data protection authority if you have concerns about how FMB Oxford processes your personal data.

## **Data Transfers**

The data protection legislation restricts the transfer of personal data to countries outside the EEA in order to ensure the level of data protection. Should we transfer the personal information we collect about you to recipients outside the EEA (such as the U.S.) we will protect that information as described in this Privacy Notice.

## **Data Storage and Retention**

Your personal data is stored on FMB Oxford IT systems and, in certain circumstances, in hard copy. FMB Oxford retains data for the duration of the customer's or stakeholder's business relationship with us and in compliance with other legal, tax and operating obligations.

## How We Protect Personal Information

We maintain administrative, technical, and physical safeguards designed to protect the personal information you provide against accidental, unlawful, or unauthorised destruction, loss, alteration, access, disclosure or use, in accordance with the General Data Protection Regulation.

## Visitors to our websites

Our website uses cookies to help provide a better user experience. You can read more about how we use cookies in our [Cookie Policy](#).

## Links to other websites

This Privacy Notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

## Changes to this privacy notice

We keep our Privacy Notice under regular review. This Privacy Notice was last updated on 24<sup>th</sup> May 2018.

## How to contact us

If you want to request information about our privacy policy you can email us or write to:

Data Controller  
HR Department  
FMB Oxford  
Unit 1 Ferry Mills  
Osney Mead  
Oxford  
OX2 0ES  
UK