



📍 Rossington Hall, Great North Road, Doncaster DN11 0HR
📞 01302 714528 | 🌐 www.octagon.org.uk | ✉ info@octagon.org.uk

Octagon Design & Marketing Privacy Notice

Octagon Design & Marketing is a data controller (and data processor) in accordance with the GDPR. It determines the processes to be used when using your personal data
Enquires about this privacy statement should be sent to:

Mrs C Kenyon
Octagon Design & Marketing
Rossington Hall
Great North Road
Bawtry
DN11 0HR
Email: cjkenyon1@gmail.com

This privacy statement tells you what to expect when Octagon Design & Marketing collects personal data. It applies to information we collect about:

- people who are referred to us by other persons, agencies or organisations
- people we contact regarding the provision of our services
- people who contact us regarding the provision of our services or to lodge a complaint.
- job applicants and our current and former employees

Personal data

Personal data means any data which can be used to identify an individual (such as a name and address) and any information that relates to that individual from which they can be identified (for instance, details of the services provided to a particular individual). It includes CCTV footage which operates at our premises.

What do we use personal data for?

We may need to use personal data for the following purposes:

- promoting the services we provide
- the provision of all commercial activities that we undertake
- supporting and managing our employees
- managing our property
- maintaining our own accounts and records
- crime prevention or anti-fraud initiatives
- corporate administration and all activities we are required to carry out as a data controller
- internal financial support and corporate functions
- managing archived records for commercial purposes

We will use personal data where one or more of the following criteria apply:

- We have your (or your appointed representatives) consent. For example, you may have indicated your consent on a paper or on-line form.
- Where we have a contract with you or you have asked us to process your data prior to entering into a contract.
- Where we are under a legal obligation that requires us to process your personal data.
- Where we have a legitimate need to use information for a specific purpose that does not unjustifiably infringe on your rights or freedoms.

DESIGNERS | TYPESETTERS | PUBLISHERS

Directors: C. J. Kenyon | C. Orridge | R. D. Dane
Registered in England & Wales number 3201562.



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- It is required for the prevention or detection of crime
- It is required for obtaining legal advice or for the purposes of legal proceedings.

Who may we share personal data with?

To ensure that the company provides you with an efficient and effective service we will sometimes need to share your information with other parties that support the delivery of the service you may receive or to support the carrying out of our functions.

We may provide personal data to (or receive personal data from):

- customers and service users
- associates or representatives of the person whose personal data we are processing
- voluntary and charitable organisations
- current past and prospective employers
- trade unions or professional bodies or advisors
- service providers and other suppliers of goods and services
- buyers of goods and services
- financial organisations, pensions regulators and pensions authorities
- ombudsman and regulatory authorities
- press and the media
- courts and tribunals, legal representatives, law enforcement and prosecuting authorities
- Police forces or partner agencies,

How long do we keep your personal information?

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information. The law may specify the minimum amount of time we have to retain certain information. Please contact Octagon Design & Marketing for more information.

What if I have any concerns about the use of personal data or its accuracy?

If you have concerns about the use of your personal data by Octagon Design & Marketing, or its accuracy, you may contact us at the address above.

How do we keep your information secure?

We will take appropriate steps to make sure we hold records about you in a secure way, including:

- all employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.
- we will have put in place procedures to maintain the security of all personal data from the point of collection to the point of destruction.

What rights do you have in relation to your personal data?

You have a number of rights in relation to your personal data. Please note that not all rights are automatic and some may not be available in certain circumstances:

- Right to find out about personal data we hold and ask for a copy of it (subject access request) - You can ask us whether we hold your personal data and you can request a copy of the information we hold.
- Right to withdraw your consent - If you have provided us with consent for use of your data, for instance, marketing purposes, you have the right to withdraw your consent to stop the further use of your data for that purpose. This right may not be available where use of your data is not reliant on obtaining consent, for instance, compliance with a legal obligation.

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- Right to object to use of your information which is likely to cause substantial damage or distress and to have your data erased- You may object in writing to us explaining why such use of your data is likely to cause you damage or distress and what should be done to prevent this. This right is not automatic and the use of your personal data for purposes you disagree with may be justified in certain cases even if it causes you some damage or distress.
- Right to correct and update the personal data we hold
- Right to object to processing of your personal data or to restrict it to certain purposes only
- Right to data portability
- Right to refer to the Information Commissioner's Office - For independent advice about data protection, privacy and data sharing issues, or if you are still dissatisfied with how the Company have handled a complaint about use of your data, you can write to the Information Commissioner's Office at the following address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF.
Or email: casework@ico.org.uk

Changes to this privacy statement

We keep our privacy statement under regular review. This privacy statement was last updated in March 2018.