



Privacy Policy – 1 Sep 2022

Introduction

This privacy notice tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

Contact Details

We are OX365 Limited. Our address is Unit 28, Monument Park, Chalgrove, OX44 7RW.

You can contact us by post at the above address, by email at dataprotection@ox365.co.uk or by telephone on +44 (0)330 44 55 365.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

How we use your information

Cookies

For information about our use of cookies, please see our [Cookie Policy](#).

When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name and email address, telephone number (optional), and to confirm that you are over 16 years old.

We do not process or store any information if the age of the data subject is less than 16 years.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry to follow up on your interest and ensure that we

have answered your it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

You can withdraw your consent at any time using the contact information provided in the **Contact Details** section of this policy.

The details you provide are only used by OX365 Limited and its subsidiaries and are not shared with any third parties.

We do not use the information you provide to make any automated decisions that might affect you.

Your enquiry is stored and processed as an email which is hosted by Microsoft within the European Economic Area (EEA). It may also be logged on a CRM system on a private server based in the UK.

If it becomes necessary to transfer your data to a territory outside the UK, we will only do so after receiving your explicit consent.

When you sign up to receive our newsletter

When you sign up to receive our newsletter, we ask for your name and your email address.

We ask for your consent to use your name and email address to email you our newsletter which contains information about our products and other information which we feel might be of interest to you.

You can withdraw your consent at any time using the contact information provided in the **Contact Details** section of this policy.

The details you provide are only used by OX365 Limited and its subsidiaries and are not shared with any third parties.

We do not use the information you provide to make any automated decisions that might affect you.

When you download a resource

When you request to download a resource, such as a white paper, we ask for your name, company name (optional) and your email address.

We use this information to email you after your download to follow up on your interest in our products and services. We will do this based on our legitimate interest in marketing to prospects for our products and services.

You can withdraw your consent at any time using the contact information provided in the **Contact Details** section of this policy.

The details you provide are only used by OX365 Limited and its subsidiaries and are not shared with any third parties.

We do not use the information you provide to make any automated decisions that might affect you.

Your rights as a data subject

You can ask us to provide the information we hold about you, and to make corrections to it if necessary.

If you have given us consent to process your personal data, you may withdraw that consent at any time using the contact information provided in the Contact Details section of this policy.

You can ask us to provide a copy of the information we hold about you, in a machine-readable format so that you can transfer it to another provider.

If we are processing your personal data due to legitimate interest, or because you have given us your consent, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Data protection law allows you, the data subject, to ask us not to reach decisions affecting you using automated processing or profiling. However, OX365 Limited and its subsidiaries do not make use of automated processing or profiling.

To submit a request regarding your personal data by email, post, or telephone, you can contact us using the contact information provided in the Contact Details section of this policy.

Your right to complain

If you have a complaint about our use of your information, we prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the UK Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

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

Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we have not previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the date of this document each time it is changed.