

OfficeLife Solutions Ltd Privacy Policy

Our Contact Details

Name: OfficeLife Solutions Ltd

Address: Unit 7 Cromwell Centre, Stepfield Industrial Estate, Witham, Essex, CM8 3TH

Phone Number: 01376 505800

Email Address: sales@officelivesolutions.co.uk

Web Address: www.officelivesolutions.co.uk

This policy was created 1st July 2021.

The type of information we collect

We currently collect and process the following information:

- Personal Identifiers, contacts and characteristics (Including: Name, phone number and email address.)

How we get 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:

When you fill out a contact form your contact information is collected and stored on our email server and in a private server linked to our website.

We use the information that you have given us in order to assist you and reply to your particular request.

We may share this information with other employees at OfficeLife solutions depending on your enquiry and who may be able to help.

Under the general Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is:

- a) Consent meaning, you have given us clear consent for us to process your personal data for a specific purpose, in this case it would be to help you with your request.

How we store your personal information

Your information is securely stored on our email server and also in a private server linked to our website.

We keep your contact information for 30 days. Your information will then be manually deleted from both servers by OfficeLife Solutions as long as your request has been dealt with within the time frame.

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 that you think is inaccurate. You also have the right to ask us to complete any information you think is incomplete.

You 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 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 sales@officelivesolutions.co.uk 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 sales@officelivesolutions.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is as follows:

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

Helpline Number: 0303 123 1113

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