

Oriel Square Privacy Policy

Our contact details

Name: [Oriel Square Ltd](#)

Office address: 29 Beaumont Street, Oxford, OX1 2NP

Registered address: C/o Critchleys LLP, Beaver House 23–38 Hythe Bridge Street
Oxford OX1 2EP

E-mail: contactus@orielsquare.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, contact details, job roles) of prospective and actual employees; clients; suppliers; advisors; research subjects.
- Bank details of employee and contracted suppliers which enable us to manage our contracts.

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:

- By prospective employees/interns, to apply for a role and by employees, so we can process their pay and benefits and manage their employment with us.
- By potential clients, who we meet at events or through networking, or who sign up to our mailing list to hear from us about our services; and by clients, so we can deliver on projects they have commissioned us to deliver.
- By potential suppliers and partners, who want to be considered for work, or who we have contracted to work for us.
- By advisors who provide insights to our work.

- By research subjects who are providing their views and experiences to inform our projects.

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

- From LinkedIn and other publicly available sources of data, to research potential and existing clients and suppliers, or to identify potential employees.

We will only use the information that you have given us in order to deliver our services and run our business.

We may share this information with our suppliers and our clients if that is necessary to deliver our services.

We will not sell your personal information to anyone.

Under the General Data Protection Regulation (GDPR), the lawful bases (taken in each case from: <https://gdpr-info.eu/art-6-gdpr/>) we rely on for processing this information are:

(b) We have a contractual obligation.

- Our employees;
- Clients, so we can deliver on projects they have commissioned us to deliver;
- Suppliers who we have contracted to work for us;
- Research subjects who are providing their views and experiences to inform our projects.

(f) We have a legitimate interest.

- Prospective employees, to apply for a role;
- Potential clients, who we meet at events or through networking;
- Advisors who provide insights to our work;
- Potential suppliers.

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting contactus@orielsquare.co.uk

- Potential clients, who sign up to our mailing list to hear from us about our services;
- Potential suppliers who are on our supplier database.

How we store your personal information

Your information is securely stored on our G Suite account and in some cases on MailChimp.

How long do we keep your data and how do we dispose of it?

Prospective employees/interns: we keep information about all prospective applicants so that we can contact them again should a suitable vacancy arise. After five years, we delete the information from our files.

Employees: we keep information for as long as an employee works for us. After they have left our employment, we keep their details on file for two years after their employment ends, to deal with any issues that arise post-employment.

Clients: potential clients stay on our mailing list indefinitely unless they opt out or ask to be removed, or we remove them.

Potential suppliers: stay on our files or database indefinitely unless they ask to be removed, or we remove them.

Advisors: information is retained while we continue a relationship. If an advisor does not wish to work with us, their details will be removed from our files except their name so we know not to approach them again.

Research subjects: personal information is anonymised at the completion of the project.

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 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 contactus@orielsquare.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 Oriel Square, 29 Beaumont Street, Oxford, OX1 2NP.

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>