

Oxehealth – Privacy Notice – Supplier

Introduction

This note sets out the way in which Oxehealth Limited processes the personal data held about you as a supplier (as established in the rules on giving privacy information to data subjects in Articles 12, 13 and 14 of the GDPR).

Identity and contact details of the Data Controller

Name: Oxehealth Limited

Address: Magdalen Centre, The Oxford Science Park, Littlemore, North OX4 4GA

Phone number: 01865 900599

Email: info@oxehealth.com

Website: www.oxehealth.com

Contact details of the Data Protection Officer

Oxehealth Limited's Data Protection Officer is Tom Hatfield, who can be contacted at tom.hatfield@oxehealth.com or on 01865 900599.

How do we get your information?

We get information about you from the following sources:

- Directly from you.
- From other publicly available sources, eg websites, directories

What information do we collect about you and what do we use it for?

The information we may collect about you is as follows:

- Personal information such as name, address, phone and email contact information, supplier reference id, job role
- In some cases, bank details (relevant if, for example, you are a sole trader using a single bank account for both personal and business purposes)

We use this data:

- to enable contact with a specific individual at a supplier in order to make decisions on procurement, to procure goods and services, to be able to pay a supplier and to discuss customer service issues
- within our finance systems and supplier master files in order to process purchase orders and invoices and make payments to suppliers

What is our lawful basis for processing your personal data?

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the GDPR:

- Article 6(1)(b) which relates to processing necessary for the performance of a contract.
- Article 6(1)(c) so we can comply with our legal obligations.
- Article 6(1)(f) for the purposes of legitimate interest.

Who is your information shared with?

In addition to sharing your data with HMRC and other public authorities as required by law, your personal data will be routinely shared with:

- Atraxa Consulting Limited of Brookes Mill, Armitage Bridge, Huddersfield, West Yorkshire, HD4 7NR who provide accounting services on behalf of Oxehealth Limited (including the preparation and processing of VAT returns).
- Chartas Accounting Services Limited of Elm Tree Cottage, Leckhampstead, Newbury, RG20 8QY, who provide financial and administrative support to Oxehealth Limited (including the processing and payment of invoices)
- Bookwise AB of P.O. BOX 384, 101 27 Stockholm, Sweden, who provide financial and administrative support to Oxehealth Limited in respect of our Swedish operations.

Any transfers to third countries and the safeguards in place

Your data will not be transferred outside of the EU at any time.

How long will your information be held?

We will hold your information whilst you are a supplier of Oxehealth and, if you are no longer a supplier to Oxehealth, for as long as is required in order to comply with legislative requirements – invoices which may contain your personal data, for example, will be retained for a period of 7 years in order to comply with HMRC requirements.

Security of your information

The security of all information held and processed by Oxehealth is fundamental to the business. Any information is held securely in an office which has 24/7 security with restricted, electronically controlled access to staff members. Any information held in soft copy has access restricted only to those members of staff who require it to perform their roles or obligations.

What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

Any subject data requests, complaints or objections should be made in writing to Oxehealth's Data Protection Officer: -

Chief Operating Officer
Oxehealth Limited
Magdalen Centre North
Oxford Science Park
Oxford, OX4 4GA
Email: info@oxehealth.com

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact Oxehealth's Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Updated 4th May 2021

Oxehealth

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

www.ico.org.uk