

Privacy Policy

OCF Limited has created this privacy statement to demonstrate our firm commitment to privacy. This privacy policy explains how we use any personal information we collect about you.

Topics:

- Information we collect about you
- How we will use the information about you
- Marketing
- Access to your information and correction
- Changes to our privacy policy
- How to contact us

Information we collect about you

When you place an order with OCF, we collect information about you when you contact us with a query or to place an order for products or services. This will be as a minimum your name and email address but may also include contact telephone number, job title and business address. We also collect information when you voluntarily complete customer surveys, provide feedback, and participate in events we organise. Website usage information is collected using cookies.

When you visit our website (www.ocf.co.uk) to read pages or download information, we automatically collect and store the following information using cookies:

- The name of the domain from which you entered our website (for example, "yourcompany.com" if you use a private Internet access account or "youruni.ac.uk" if you connect from a university domain)
- IP Address (an IP address is a number that is automatically assigned to your computer whenever you are surfing the web)
- The type of browser and operating system used to access our site
- The date and time you access our site
- The pages you visit
- If you linked to the OCF Limited website from another website, the address of the website



OCF LIMITED, Unit 5 Rotunda Business Centre, Thorncliffe Park, Chapeltown, Sheffield, S35 2PG
Tel - 0114 257 2200 Email - info@ocf.co.uk Web - ocf.co.uk

Company Registered Number 4132533, VAT Number GB 780 6803 14.

This information is used to create generic statistics on the use of our site. These statistics do not include information about individuals.

When submitting the Contact Us form on the website, you (or the person submitting on your behalf), must provide:

- Your name
- Your company
- Your email address
- Your telephone number
- Comments/questions you have

The information you provide is used to answer your query. Your information will be passed to a relevant OCF employee to follow up your enquiry.

The OCF website contains links to other sites. www.ocf.co.uk is not responsible for the privacy practices or the content of such web sites.

How will we use the information about you?

We collect information about you to process your order, manage your account and, if you agree, to email you about other products or services we think may be of interest to you. OCF Limited will not pass on your information to third parties for the purpose of marketing but will share your information with relevant partners (listed on the partner page of the OCF website <http://ocf.co.uk/partners>) to fulfil your request for products or services.

Marketing

We would like to send you information about products, services, offers, and events from OCF which may be of interest to you. For this purpose, we need you to provide your consent via our online preference centre. If you have consented to marketing, you can opt out at any time. You have a right at any time to stop us from contacting you for marketing purposes.

Access to your information and correction

You have the right to request a copy of the information we hold about you. If you would like a copy of all or some of the information, we hold about you please email (compliance@ocf.co.uk) or write to us at the following address: OCF Limited, 5 Rotunda Business Centre, Thorncliffe Park, Chapeltown, Sheffield S35 2PG. We want to make sure that



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the information we hold about you is accurate and up to date. You may ask us to update or remove information you think is inaccurate.

Changes to our privacy policy

We keep our privacy policy under regular review publishing the latest version of the policy on the OCF website.

How to contact us

For further information on how your personal information is used, how we maintain the security of your information, your rights to access information we hold on you or other privacy related questions, please contact Russell Slack (rslack@ocf.co.uk) or Laurence Horrocks-Barlow (lorrocks-barlow@ocf.co.uk), 0114 257 2200.

Signed:

A handwritten signature in blue ink that reads 'R Slack'.

Russell Slack
Managing Director
OCF Limited

Date: 1st January 2022

Review Date: 31st December 2022

