

Privacy Policy

OCF plc has created this privacy policy dated May 2018 in order to demonstrate our firm commitment to privacy and protecting your personal data. This privacy policy explains how we use any personal information we collect about you as well as highlight your privacy rights.

Topics:

- Who is OCF?
- What information do we collect about you?
- Where do we process data?
- How will we use the information about you?
- How long will we keep your personal data for?
- What about marketing information?
- How do we keep your data secure?
- What are your legal rights?
- Access to your information and correction
- Cookies
- Changes to our privacy policy
- How to contact us

Who is OCF plc?

OCF plc is a high performance computing, storage and data analytics company. We're based at 5 Rotunda Business Centre, Thornccliffe Park, Chapeltown, Sheffield S35 2PG. Our company registration number is 4132533 and our VAT registration number GB780 6803 14.

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)

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- 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 plc website from another website, the address of the website

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 in order 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.

Where do we process data?

We process data at our registered office detailed above and at third parties appointed by us and highlighted at the point of data being provided.

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 plc 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>) in order to fulfil your request for products or services.

How long will we use your personal data for?

We will retain your information for as long as is necessary to fulfil the reason we collected it e.g. fulfilment of a contract, legal, accounting or reporting requirements. This is also in line with the records and retention process that is part of OCF's ISO9001 accreditation.

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

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your consent via our online preference centre. This is available at www.ocf.co.uk/signup. If you have consented to marketing, you can unsubscribe at any time. You have a right at any time to stop us from contacting you for marketing purposes. Please unsubscribe using the link in an email or contact use at the details provided at the end of this privacy policy.

Data Security

We treat your data very carefully and have implemented appropriate security measures to prevent personal data from being accessed without authorisation, disclosed or accidentally lost. We limit access to employees and partners who have a business need to know the information. We have put in measures to deal with any suspected data breach and will notify you and the regulator of a breach when legally required, within 72 hours of the breach taking place.

Your legal rights

You have rights under the General Data Protection Regulations (GDPR) that relate to your personal information:

- Request to access your personal information
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

If you wish to exercise any of the rights set out above, please contact us at the details at the end of this policy.

Access to your information and correction

You have the right to request a copy of the information we hold about you. We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data. This is a security measure to validate the request received. We aim to respond to all legitimate requests within one month of receipt of the request. 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 plc, 5 Rotunda Business Centre, Thornccliffe Park, Chapeltown, Sheffield S35 2PG. We want to make sure that 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.

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T: 0114 257 2200 F: 0114 257 0022 E: info@ocf.co.uk W: www.ocf.co.uk

Company Registration Number: 4132533 VAT Number: GB 780 680314

Cookies

To help us continuously improve our website, we store information about you in a small file in your browser called a 'cookie'. Please find below information about what these cookies contain.

What is a cookie?

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

What information do we retain in these cookies?

- The IP (Internet Protocol) address from which you access our website
- The type of browser and operating system used to access our website
- The date and time of your visit to the site
- The pages, files, documents and links that you visit
- The internet address of the website from which you linked to our site (i.e. the previous site you visited before you came to us)

This information is not used to identify you personally. Such data is crucial for our statistical and analytical purposes.

OCF Website

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

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 (lhorrocks-barlow@ocf.co.uk), email compliance@ocf.co.uk or speak with us on the phone 0114 257 2200.