



Customer Privacy Notice.

This privacy notice explains what personal data we collect about our customers, how we use the personal data, and what rights there are.

This notice applies to individual persons who are external to OCS but form part of our customer base. This notice does not form part of any contract.

The data we collect includes name, organisation, email address and other contact details eg telephone number.

The data controller is OCS Group UK&I Ltd. The Data Protection Officer for OCS can be contacted at dataprotection@ocs.com

1. The purpose of processing your data

OCS processes your personal data for the purposes of managing our customer relationships and system logins to OCS provided platforms/software.

2. The lawful basis for processing your data

The legal basis for processing your data under Article 6 of the GDPR is **legitimate interests**.

3. Your rights

Data subjects have the following rights regarding their personal data:

- the right to request access to your data
- the right to correct your data if it is incorrect
- the right to request the erasure of your data
- the right to object to your data being processed

If you wish to exercise any of these rights, please contact the Data Protection Officer above.

4. Data Transfers

Your personal data will not be shared with any other organisation.

5. How long we keep your personal data

Personal data will be retained for the duration of the contract only.

6. The use of automated decision making

The personal data is not used in connection with any automated decision making or profiling.

7. Change of purpose

We will only process the personal data above for the purpose for which we collected it.

8. Further information

If you have any questions about the use of your information please contact the Data Protection Officer listed above.

Policy Name	Customer Privacy Notice
Policy Owner	Data Protection Officer
Version	1.0
Date	5 th September 2025