

## **Privacy Statement OATS Limited (“OATS”)**

### Aim and Purpose of this Privacy Statement

The aim of this privacy statement is to explain what personal data OATS gathers about you and how OATS processes the data. This privacy statement applies to use of the OATS portal.

### Controller

OATS is controller within the meaning of the General Data Protection Regulation (GDPR). This means that OATS decides which personal data are processed, for what purpose and in what way. OATS is responsible for ensuring that your personal data are processed in accordance with the GDPR and in a proper and careful manner.

The contact details of OATS and its Data Protection Officer can be found at the end of this privacy statement.

### Personal Data

OATS processes personal data within the meaning of Article 4(1) GDPR. Personal data are any information that may provide information about an identified or identifiable natural person.

OATS uses your name and (business) email address to allow you access to the portal and to ensure its proper functioning and security. Data about your use of the portal are only used anonymised and for statistical purposes by OATS.

OATS receives your personal data either from you or from the organisation you work for.

OATS does not share your personal data with third parties, other than the organisation you work for. If this organisation is based outside of the European Economic Area (EEA), OATS will ensure that there is either an adequacy decision by the European Commission in respect of transfers to the country concerned, or appropriate safeguards are provided. For more information on these safeguards or consultation thereof you can contact OATS at the addresses below.

### Legal basis for the processing

The processing of your personal data by OATS is necessary for the performance of the agreement between OATS and you/the organization you work for. Without this processing, OATS will not be able to allow you access to the portal.

The processing of your personal data by OATS is also necessary for the purposes of the legitimate interests pursued by OATS. These interests are maintaining and improving the proper and secure functioning of the portal.

### Retention period

OATS will retain your personal data for as long as you make use of the portal and for a period of two years afterwards unless mutually agreed otherwise.

### Your privacy rights

You have the rights as defined in the Articles 15-21 GDPR, being the right to:

- access your personal data;
- request rectification or erasure of your personal data;
- request that the processing of your personal data is restricted;
- object to the processing of your personal data;
- data portability (meaning the ability to transfer your data to another organisation).

### Data Protection Officer

OATS has appointed a Data Protection Officer, who is the point of contact for enquiries relating to how your personal data is processed. The Data Protection Officer can be contacted at our registered address:

Group Company Secretary  
Sparkford  
Yeovil  
Somerset  
BA22 7JJ

Email: [dpo@haynes.co.uk](mailto:dpo@haynes.co.uk)

#### Complaints Procedure

If you have any complaints about the processing of your personal data, please contact the Data Protection Officer at the above address. If OATS is unable to resolve your complaint, you have the right to make a complaint to the Information Commissioner's Office:

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

Tel: +44 (0) 303 123 1113

This privacy statement was last updated on 25<sup>th</sup> May 2018. Newer versions will be published here. In order to keep up to date with the latest version, OATS recommends that you check this privacy statement regularly.

More information can be found at [www.oats.co.uk](http://www.oats.co.uk).

---