

## Privacy Policy (Overview)

At Oaklin (Oaklin Limited (08651117) Oaklin Consulting LLP (OC244976)), we are committed to protecting and respecting your privacy. This online privacy statement provides an overview of our privacy and data protection practices.

This is a summary only of Oaklin's Privacy Policy. If you require copies of any of our full privacy policies or have any other questions or concerns about how we collect, handle and store your personal data, please send an email to [data@oaklin.com](mailto:data@oaklin.com).

### How is Personal Data collected and where is it stored?

Oaklin collects personal data from its clients, contacts, suppliers and prospective employees in the following ways:

- Directly from you;
- Publicly available sources, such as LinkedIn;
- Third parties acting on your behalf, e.g. recruitment consultants;
- Automatically when you visit our website.

Data security is very important to us and we have taken suitable measures to safeguard and secure data collected directly from you or through our website. Your personal data will only be retained for as long as we need to, and only in connection with the purpose for which it was collected.

### What information is collected and how is it used?

The type of personal data we collect will depend on your relationship with us, but may include:

- Identity information – Name, contact details, ID documents, etc.;
- Employment information – Job title, company name, work contact details, etc.;
- Financial Information – Account details, etc..

The purposes for which your personal data may be processed by Oaklin will also depend on your relationship with us, but may include:

- Recruitment;
- Service Provision;
- Customer & Supplier Relationship Management, including circulating newsletters and other marketing communications;
- Legal Obligations.

### Do we share your data?

Depending on your relationship with Oaklin, we may share your data with certain third party service providers and subcontractors who have been engaged by Oaklin to assist with certain areas of our business, or third parties where we are required to do so by law. Where we do so,



we will ensure that any such third parties handle your data safely, securely, and in accordance with your rights and our obligations to you. We will not share your personal data with third parties for marketing purposes.

### **Updating your personal information**

You have the right to access, review, correct and request the deletion of your personal information. If you wish to do this, please send an email to [data@oaklin.com](mailto:data@oaklin.com).

### **Website visitors & Cookies**

When you visit our website, our web server collects some basic information such as your internet service provider's domain name, which pages you accessed on our site, and when. We use this information only to analyse the use of our website to help guide improvements. We do not collect any personally identifiable information. Please ask for our Cookies Policy for further details.

### **Further Information**

If you require further details in relation to any aspect of this Privacy Overview, please request a copy of our full Privacy Policy by emailing [data@oaklin.com](mailto:data@oaklin.com).