

## **Privacy Protection Policy**

*The Oramique will be what's known as the 'Controller' of the personal data you provide to us. We collect basic personal data about you which include special types of information or location-based information. This does include name, address, email, phone number.*

### **Why we need your data**

*We need to know your personal data in order to provide you with on-going organizational updates, operational and business information and analysis services, to comply with legal obligations and in line with the provision of contractually obligatory services to our Clients, our Employees and our Collaborators. All private information is collected and stored in compliance to the EU 679/2016 and local Privacy Protection legislation, we will not collect any personal data from you we do not need in order to provide and oversee this service to you.*

### **What we do with your data**

*All the personal data we process is processed by our staff in the EU however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so.*

*We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website. We also apply all appropriate information security measures in order to protect your personal data at all times.*

### **How long we keep your data**

*We are required under **Irish** tax and labor law to keep your basic personal data (name, address, contact details) for a minimum of 10 years after which time it will be destroyed. Your information we use for business/operational purposes which we will be kept with us until you notify us that you no longer wish us to keep this information. More information on our retention schedule can be found at:*

*[WWW.oramique/Privacy.com](http://WWW.oramique/Privacy.com)*

### **What we would also like to do with your data**

*We would however like to use your name and email address to inform you of about our services and offers as well as to provide useful information that could benefit you. This information is not shared with third parties (e.g. social networks, search engines, data analytics tools etc) and you can unsubscribe at any time via phone, email or our website.*

### **What are your rights**

*If at any point you believe the information we process on you is incorrect you can request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated.*

*[dpo@dataprotection.ie](mailto:dpo@dataprotection.ie)*

*If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the:*

**(Data Protection Commission of the Republic of Ireland)**