

Data Protection and Privacy Policy

Purpose

This policy explains how OAT Commercial collects, uses, stores and protects personal information in the course of its business activities.

The company is committed to handling personal data lawfully, fairly and securely in accordance with applicable data protection legislation.

Scope

This policy applies to employees, directors, consultants, contractors, temporary workers and any third party processing personal data on behalf of the company.

Personal Data We May Process

Clients:

- Names
- Contact details
- Business information
- Correspondence

Employees and Contractors:

- Contact details
- Payroll information
- Employment records
- Emergency contact information

Suppliers and Business Contacts:

- Contact details
- Banking information
- Contractual records

Data Protection Principles

The company will ensure personal data is:

- Processed lawfully, fairly and transparently.
- Collected for legitimate business purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date where required.
- Retained only for as long as necessary.
- Stored securely and protected against unauthorised access, loss or disclosure.

Use of Personal Information

Personal information may be used for:

- Delivering professional services.
- Managing client relationships.
- Contract administration.
- Invoicing and payment processing.
- Recruitment and employment administration.
- Compliance with legal and regulatory obligations.
- Business management and administration.

The company will not sell personal information to third parties.

Data Security

The company takes reasonable steps to protect personal information through:

- Password-protected systems.
- Multi-factor authentication where available.
- Secure cloud storage solutions.
- Controlled access to information.
- Regular software and security updates.
- Staff awareness and training.

Any suspected data breach must be reported to management immediately.

Sharing Information

Personal information may be shared with:

- Professional advisers.
- Accountants.
- IT service providers.
- Legal advisers.
- Government authorities where required by law.

Information will only be shared where there is a legitimate business or legal reason to do so.

Data Retention

Personal information will be retained only for as long as required for business purposes, contractual obligations, legal requirements and insurance purposes.

When information is no longer required, it will be securely deleted or destroyed.

Individual Rights

Individuals may request:

- Access to their personal information.
- Correction of inaccurate information.
- Deletion of information where appropriate.
- Restriction of processing in certain circumstances.

Requests should be submitted in writing to the company.

Use of Artificial Intelligence

Where Artificial Intelligence (AI) tools are used within the business:

- Personal data will only be processed where appropriate safeguards are in place.
- Confidential information will not be uploaded to unapproved systems.
- AI-generated outputs remain subject to human review.
- Data protection obligations continue to apply regardless of technology used.

Responsibilities

All staff are responsible for:

- Protecting personal information.
- Following company procedures.
- Reporting suspected breaches promptly.
- Maintaining confidentiality.

Management is responsible for overseeing compliance with this policy.

Review

This policy will be reviewed annually or whenever there are significant changes to legislation, technology or business operations.