

Privacy Policy

Background

We want you, or the entity you are authorised to represent (“you”, or “your”) to visit our website knowing that you have control over your personal data. Your right to privacy and data security is a primary concern and we will take all reasonable measures to protect your information while it is in our care.

We respect and value the privacy of everyone who visits this website, sqwgroup.com (“our site”) and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

This policy explains the data processing practices of sqwgroup.com By submitting identifying data when using the website, you are agreeing to our use of such data as described in this privacy policy. Should you have questions concerning your personal information or any questions on our use of the information, feel free to direct these to gdpr@sqwgroup.com

Information About Us

Our site is owned by SQW Group Ltd, a limited company registered in England under company number 04947276, whose registered address is Oxford Innovation Services Ltd, Oxford Centre for Innovation, New Road, Oxford. OX1 1BY

Delivering services as SQW Group Ltd

Our VAT number is 844286704.

Our Data Protection Manager is Paula Brand, and can be contacted by email at p.brand@sqwgroup.com , by telephone on 01865 261480, or by post at Oxford Innovation Services Ltd, Oxford Centre for Innovation, New Road, Oxford. OX1 1BY

What does this policy cover?

This Privacy Policy applies only to your use of our site. Our site may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

What personal data do we collect

Depending upon your use of our site, we may collect some or all the following personal [and non-personal] data (please also see section our use of Cookies)

- Personal identification such as name and date of birth.
- Contact information such as email addresses and telephone numbers;

How do we use your data?

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under GDPR at all times.

Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically,

We may use your data for the following purposes:

- Providing and managing your Account;

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With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email post with information, news and offers on Our services. We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with Our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.

How long do we keep your personal data?

We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):

- General enquiries - completion of enquiry plus 6 months.

How and where we store your data

We only keep your personal data for as long as we need to in order to use it as described above in section 6, and/or for as long as we have your permission to keep it.

Data security is very important to us, and to protect your data we have taken suitable measures to safeguard and secure data collected through our site.

Do we share your data?

We never share your data with third party marketing companies.

We may share your data with other companies in our group for to offer beneficial services. This includes SQW Ltd/OI/OIS.

In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example, where we are involved in legal proceedings, where we are complying with legal requirements, a court order, or a governmental authority.

What Happens If Our Business Changes Hands?

We may, from time to time, expand or reduce Our business and this may involve the sale and/or the transfer of control of all or part of Our business. Any personal data that you have provided will, where it is relevant to any part of Our business that is being transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this Privacy Policy, be permitted to use that data only for the same purposes for which it was originally collected by Us.

In the event that any of your data is to be transferred in such a manner, you will be contacted in advance and informed of the changes. When contacted you will be given the choice to have your data deleted or withheld from the new owner or controller.

How Can You Control Your Data?

You have the right to ask for a copy of any of your personal data held by us (where such data is held) Under the GDPR. Any reasonable request is free of charge and we will provide any and all information we hold. Please contact us for more details at gdpr@sqwgroup.com or using the contact details below. We want to make sure the information we hold on you is correct. To update you information please contact gdpr@sqwgroup.com or using the contact details below.

Your Right to Withhold Information

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You may access certain areas of our site without providing any data at all. For certain services provided by us, you may be asked for your contact details. You may restrict Our use of Cookies. For more information, see Our Use of Cookies section.

Your right to be forgotten

We only hold the minimum amount of personal data required for our processing and for a limited amount of time. However, you have the right to request that we remove or delete your personal data from our processing. Please contact Us for more details at gdpr@sqwgroup.com, or using the contact details below in Contact Us section

How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge.

Please contact us for more details at

gdpr@sqwgroup.com ,

or using the contact details below in the Contact Us.

Our Use of Cookies

Our site does not use cookies. However, it is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

Contacting Us

If you have any questions about our site or this Privacy Policy, please contact us by email at kwright@sqwgroup.com, by telephone on 01865 261494 or by post at Oxford Centre for Innovation, New Road, Oxford, OX1 1BY. Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.

Changes to Our Privacy Policy

We review this Privacy Policy regularly (for example, if the law changes and annually). Any changes will be immediately posted on our site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our site following the alterations. We recommend that you check this page regularly to keep up-to-date.