

Data Processing Notice

ORH
3 Queens Road
Reading
Berkshire
RG1 4AR, UK

e. orh@orhltd.com
t. +44 (0)118 959 6623
f. +44 (0)118 959 6626

Registered in England
No. 2676859

This Data Processing Notice outlines ORH's role in processing data, and the procedures which are in place to comply with the UK Data Protection Act (2018) and the EU General Data Protection Regulation (GDPR). Its purpose is to notify you, the client, of the organisational relationships and procedures. This notice covers any projects in which a client shares data with ORH.

ORH is routinely required to process raw data from clients, for example, data detailing the workload undertaken by the client's resources. When ORH processes a client's data to carry out agreed project work, it does so as the client's "processor". ORH only processes the data in accordance with the client's written instructions and the terms agreed in the project and any data sharing agreement that accompanies it. ORH is the Data Processor and the client is the Data Controller.

ORH will not request any personal data, including personal data about the client's employees. If the project being undertaken requires the client to share personal data with ORH, they should inform ORH in writing and ensure that a suitable data sharing agreement is in place before proceeding.

Data that a client shares with ORH for a project will be held on ORH's secure servers for up to 12 months after the end of the project to enable ORH to answer any follow-up questions which may arise.

All confidential data received from the client is restricted to project team members at ORH, system administrators, and ORH's third party IT supplier. Confidential data will be stored in restricted folders on ORH's on-site secure server. ORH also provides a secure on-site file upload facility, subject to the same user restrictions.