

# Privacy Notice

Offshore Design Engineering (ODE) is committed to protecting the privacy of individuals. This notice explains how we use and secure personal information you provide to us and provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

## About Us

ODE's Head office is at St George's House, 5 St George's Road, Wimbledon, London SW19 4DR. We provide project management, engineering, procurement and operational maintenance and integrity services for the design, construction, operation and decommissioning of facilities for the oil and gas, petrochemical and renewable energy industries.

We carry out marketing for these services, work with a range of suppliers to support us in our delivery and carry out recruitment campaigns to support the contracts we win.

The ODE Company Secretary is ODE's Data Protection Officer (DPO) and any queries or withdrawal of consent should be directed to the data protection team; [info@ode-ltd.co.uk](mailto:info@ode-ltd.co.uk).

## Purpose of data processing and legal basis

We will collect your personal data (which may include sensitive personal data) and will process this data for the purposes of providing you with marketing information and/or for the purposes of recruitment for the roles you are applying for within ODE and client organisations.

These activities may include contacting you about job opportunities, assessing your suitability for those opportunities, updating our databases, putting you forward for job opportunities and developing and managing our services and relationship with you and our clients.

In some cases, we may be required to use your data for the purpose of investigating, reporting and detecting crime and also to comply with laws that apply to us. We may also use your information during the course of internal audits to demonstrate our compliance with certain industry standards.

The legal basis we rely upon to offer these services to you are:

- Your consent
- Where we have a legitimate interest
- To comply with a legal obligation that we have
- To fulfil a contractual obligation that we have with you

## Legitimate interest

This is where we have a legitimate reason to process your data, provided it is reasonable and does not go against what you would reasonably expect from us. Where we have relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Managing our recruitment and customer relationship databases, and keeping our records up to date
- Contacting you for consent
- To communicate with you about the recruitment process and roles which may be relevant or of interest to you
- To assess your skills, qualifications and suitability for applicable roles

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- To carry out background and reference checks, where applicable
- To keep records related to our recruitment and selection processes
- To analyse and take steps to improve the services we provide to our clients and candidates
- To comply with legal or regulatory requirements

## Recipient(s) of data

We may process your personal data and/or sensitive personal data with the following recipients, however where feasible will ensure you deal directly with these organisations:

- Managers within ODE for the purposes of the recruitment process
- Your former employer(s) for reference purposes
- Our insurers
- Our legal advisors
- Our IT providers
- Government, law enforcement agencies and other regulators e.g. the Police, Home Office, HMRC
- This list is not exhaustive and may be changed periodically

## Information we collect

The personal data that we collect for **marketing purposes**:

- Name, Business Address
- Business Email
- Business Telephone Number and Mobile Telephone Number

The personal data that we collect for **recruitment purposes**:

- Name, Address, Email
- Telephone Number and Mobile Telephone Number
- Curriculum Vitae
- Copies of certificates and training

We collect information in the following ways:

- Email
- Business Cards
- Original copies

## How We Use Your Information

We only ever use your personal data with your consent, or to the extent necessary to:

- Provide you with marketing information
- Comply with a legal duty
- To put you forward for a role
- To remember your preferences e.g. if you ask not to receive marketing material, we will keep a record of this

We will only use your information for the purpose it was collected for (or for similar/related purposes).



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## Statutory/Contractual requirement

We may also need to process your personal information for the purposes of entering into or performing a contract of employment or contract for services with you.

You are obliged to provide the personal data and if you do not, the consequences of failure to provide the data are that we would be unable to:

- Progress your application
- Verify your identity
- Prove your right to work
- Prove your suitability to a role
- Select you for a role
- Pay you / process invoices

## Security

We are committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## Databases

We use the following systems to store and manage personal information:

- Salesforce as our Customer Relationship Management System
- Mail Chimp for marketing purposes
- E-recruitment for Curriculum Vitae and associated details relating to the recruitment and selection process

## Retention Periods

ODE will retain your personal data as follows:

- Curriculum Vitae, copies of certificates for applicants as part of the recruitment and selection process – **12 months**
- Name, Business Address, Business Email, Business Telephone Number, Mobile Telephone Number for marketing and sales – **Until the end of the customer relationship, or 1 year post any marketing campaigns**

## Your Rights

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which (for individuals) are as follows:

- The right **to be informed** about the personal data ODE processes on you
- The right **of access** to the personal data ODE processes on you
- The right **to rectification** of your personal data
- The right **to erasure** of your personal data in certain circumstances
- The right **to restrict processing** of your personal data
- The right **to data portability** in certain circumstances
- The right **to object** to the processing of your personal data that was based on a public or legitimate interest
- The **right not to be subjected to automated decision making and profiling**
- The right **to withdraw consent** at any time

You can withdraw consent, restrict the type or amount of data we process for you, access your personal data or exercise any of the other rights listed above by contacting [info@ode-ltd.co.uk](mailto:info@ode-ltd.co.uk).

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There may be circumstances where we will still need to process your data for legal or official reasons. We will inform you if this is the case. Where this is the case, we will restrict the data to only what is necessary for the purpose of meeting those specific reasons.

If you believe that any of your data that we process is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

## **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Questions or Complaints**

If you have any questions about your personal data or this policy, then please email the Data Protection Office for ODE at [info@ode-ltd.co.uk](mailto:info@ode-ltd.co.uk).

You also have the right to raise concerns with the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority, should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

## **Changes to this statement**

Our privacy policy may be updated from time to time and the latest version will always appear on the ODE website and intranet.