OCCAM GROUP

Title: Occam Group Website Privacy Policy

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Approved: Charles Brooking

Agreed text for publication on Occam Group website below.

1. WHO WE ARE

Occam Group Ltd (company number 11986732, whose registered office is at One New St, Wells, Somerset, BA5 2LA) ("we", "us", "our") collects, uses and is responsible for certain personal information about you. When we do so, we are subject to the Data Protection Act 2018, and the UK General Data Protection Regulation ("Data Protection Law").

For the purposes of Data Protection Law, we are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. Occam Group Ltd is registered with the UK Information Commissioner's Office under registration number ZA699702.

2. PURPOSE

This privacy policy describes how we gather, use and protect personal information about you when you are using this website.

Please read this Privacy Statement carefully as it contains important information to help you understand how and why we process any personal information that you give to us.

3. TERMINOLOGY USED IN THIS POLICY

When we refer to "personal information" in this Policy, we mean any information about an individual which can be used to identify that individual.

4. WHAT INFORMATION WE GATHER

We gather information from the information submitted using the contact form, and from website usage data. Cookies may also collect information about your use of this site or other sites accessible from our website.

Cookies are small text files that are placed on your computer by the websites that you visit. They are used to identify your computer to a website's server and help personalise the site for your use either in your current browsing session or on future visits to the site. We use cookies to identify how many people have visited our site and what pages they tend to view. This information is used to help us improve the website content and usability.

If you do not want our website to store cookies on your device please change your web browser settings to refuse cookies. Unless you have changed your browser settings to refuse cookies, our website will issue cookies when you visit it.

5. HOW WE USE YOUR INFORMATION

We use this information to contact you with regards to our services, and to help us analyse how people are using our site, so that we can continue to improve content and usability. We will only collect and use personal information in line with our responsibilities under applicable Data Protection laws.

OCCAM GROUP

6. PROTECTING YOUR INFORMATION

The information you provide using the contact form will only be used by us to contact you with regards to our services. Access to your information is restricted to those who have a business need to know.

Any personal information we hold about you is stored and processed in accordance with the UK General Data Protection Regulation (GDPR). As such we have put in place appropriate security measures to prevent your personal information from being used or accessed unlawfully or accidentally lost.

We will not share your personal information with third parties unless we have your permission or we are required to by law.

In the event that we become aware of an actual or suspected data security breach, we will promptly take all necessary steps to address such breach and notify you accordingly if your personal information has been affected.

7. HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT

We will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

8. YOUR RIGHTS AND RESPONSIBILITIES

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please contact us using the following email address: info@occam-group.co.uk.

For more information about your rights, you may wish to look at the Information Commissioners Office website www.ico.org.uk. In the event you have a complaint relating to our handling of your personal information, you also have the right to lodge a complaint with us or the Information Commissioner. Please send complaints using the following email address: info@occam-group.co.uk.

You will not normally have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

9. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

10. HOW TO CONTACT US

If you have any questions about this policy or how we handle your personal information, please contact us using the following email address: info@occam-group.co.uk.

11. CHANGES TO THIS POLICY

We reserve the right to update this Policy at any time. We will upload a new policy when we make any substantial updates.