

Oxygen life sciences privacy policy and T&C

1. Introduction

Please read this document carefully as it contains important information for you. By using our website, you agree to comply with and to be bound by the following our Privacy Policy and terms and conditions.

We may revise these terms and conditions and Privacy Policy at any time without notice to you. If you disagree with any part of these terms and conditions, please do not use our website.

Oxygen life sciences, 'us' or 'we' refers to the owner of the website whose registered office is 71-75, Shelton Street, Covent Garden, London WC2H 9JQ.

The term 'you' refers to the user or viewer of our website.

The content of the pages of this website is for your general information and use only. It is subject to change without notice.

At Oxygen life sciences we value your personal information and privacy. Our Privacy Policy applies to all information we gather, and you share with us when you visit our websites, use our apps and utilise any services provided by Oxygen life sciences. Once you choose to provide us with personal information, we will only use your information in accordance with Oxygen life sciences Privacy Policy. We work with the clients to support them in the global regulatory area. We work with pharmaceutical, biotechnology, medical devices, cosmetics and e-cigar industry to support their research, registration and related life cycle maintenance. In order to do this effectively we will need to collect and process personal data. This document explains how we go about this important aspect of our business and in a way that you would expect protects personal data and privacy whilst recognising the requirements of the latest legislation.

2. Why we collect personal data

- Oxygen life sciences will use your personal information to help us to understand your requirements regarding the products and services that we offer.
- Oxygen life sciences needs to collect and process personal data so that we can,
- deliver agreed services to our clients;
- ensure the effective running of the business
- We your personal information to facilitate our service-delivery to you.
- We will use the information you give us for the purposes described in our Privacy Policy, which include providing you with services you have requested and enhancing your experience with us.
- If you tell us you don't want to receive marketing messages, we will stop sending them..
- We have appropriate measures in place to protect your information and keep it secure.
- We respects your data protection rights and aims to give you control over your own information.
- meet our legal obligations e.g. financial records, and;
- carry out our own marketing to develop and grow the business.

Oxygen life sciences collects personal data directly. For example, from our clients, consultants and associates in the course of our normal business activities. In order to process the personal data we collect, we confirm that at least one of the reasons below are true:

- we have obtained the necessary consent from you in an appropriate manner as required;
- the personal information collected is necessary to the development and delivery of a contract or agreement to supply specific services to a client;
- the information is needed to comply with a legal obligation faced by the company; or
- it is carried out for a legitimate interest of the business, such as our marketing activities.

The data protection legislation allows businesses to process personal data where they have a legitimate business interest. Businesses that rely on this option are responsible for ensuring that the processing of that personal data does not put the individual or their rights at risk. Oxygen life sciences believes it can rely on such interests in a number of situations. Examples of what we believe are a legitimate interest are to:

- Protect our business from any possible legal actions;
- Maintain an on-going relationship with clients, suppliers, and consultants; and
- Carry out marketing to subscribers obtained via our website.

We have carried out legitimate business assessments (LIAs) as outlined in the guidance issued by the Information Commissioner's Office (ICO). We will review these assessments as part of our annual review on our approach to protecting personal data.

Where Oxygen life sciences has sought your specific consent to process your personal data, you have the right to withdraw that consent at any time simply by contacting us as described in the subsequent section entitled 'How we recognise your rights'.

3. What personal data we collect

Oxygen life sciences typically collects from you, clients and others the full range of standard personal identifying data sets, such as:

- name, job title and company name;
- contact information including email addresses;
- demographic information such as postcode, preferences and interests;
- website usage data;
- other information relevant to client enquiries and;
- where appropriate standard employment related personal data.

4. What we do with personal data

Where a client has provided us with personal data to carry out a specific task on their behalf, Oxygen life sciences will only use that personal data for that task, and only retain the personal data whilst that specific task is active.

- Oxygen life sciences uses the personal data it collects, processes and retains to:
- provide our clients the services we have been commissioned to carry out;
- invoice our clients for the services provided;
- pay our suppliers for goods and services received;
- meet our legal obligations as a private limited company;
- maintain our internal records;
- improve the products and services we provide;
- contact you in response to a specific enquiry;

- send you promotional emails about special offers or other information which we think you may find interesting using the email address which you have provided;
- send you promotional mailings or to call you about products, services, offers and other things we think might be relevant to you; and
- contact you via email, telephone or mail for market research purposes.

5. How we protect, store and dispose of personal data

Oxygen life sciences protects personal data that it collects, processes, stores and retains by:

- employing a level of security at our facilities and on our equipment appropriate to the data protection risk;
- only using software products from reputable providers;
- carrying out all of our banking activities via our on-line account;
- disposing of all confidential paper waste using a cross-cutting shredding machine; and
- putting in place all reasonable organisational steps to ensure the integrity of such personal data.

Oxygen life sciences will only keep personal data for as long as you are one of our clients or future potential client. After you stop being a client, Oxygen life sciences may keep personal data longer for one of the following reasons:

- to maintain records so as to meet any legal obligations that apply to it; and
- to try to resolve any issues that may arise, such as queries or complaints.
- Oxygen life sciences will carry out a data cleansing exercise every year to remove any personal data that it no longer needs.

6. How we recognise your rights

As a data subject you have certain rights. If you wish to access any of these rights, then please contact Oxygen life sciences either via our enquiries email address (info@oxygenlifesciences.com) or by writing to us at:

71-75, Shelton Street, Covent Garden, London WC2H 9JQ

7. How to complain

If you are unhappy with how Oxygen life sciences has used your personal data please get in touch using the info@oxygenlifesciences.com email address or by writing to the address above. You also have the right to complain to the Information Commissioner's Office,

8. Marketing

If you have agreed that we can use your information for marketing purposes, you can easily change your mind, via one of these methods:

send an email to info@oxygenlifesciences.com or write to us with your preferences (our address is as above)

Choice/Opt-out

If you no longer wish to receive promotional materials you may opt-out of receiving these communications, you may notify us by Email: info@oxygenlifesciences.com

Access to your personal information

If you are concerned that any of the information, we hold on you is incorrect, please Email us info@oxygenlifesciences.com

9. Disclaimer

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We do not provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on our website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law

10. Web Site Contact and cookies

Contact info@oxygenlifesciences.com with questions or if you experience technical problems with this Web Site.

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You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 2018.