



Privacy & Cookie Policy

Company Name: Office Supplies for Industry Ltd

Websites: schools.osiofficefurniture.co.uk / office.osiofficefurniture.co.uk

Policy Owner: Jody Walker

Approved by: Managing Director

Issue Date: 31/03/26

Next Review Date: 31/03/27

Version: 1.0

Purpose and Scope

This Privacy & Cookie Policy explains how Office Supplies for Industry Ltd (“OSI”, “we”, “us”, “our”) collects, uses, stores, and protects personal data when you interact with our business. This includes website use, enquiries, quotations, and orders. We comply with UK GDPR and the Data Protection Act 2018.

Who We Are

Office Supplies for Industry Ltd is a UK-based supplier of office and educational furniture, providing delivery, installation, and project support services.

What Personal Data We Collect

We may collect: name, email, phone number, company/school name, billing and delivery address, order details, enquiry information, IP address, browser data, and website usage data.

How We Use Your Data

We use data to process orders, respond to enquiries, deliver services, manage relationships, improve our website, maintain records, and meet legal obligations. Marketing communications may be sent where appropriate, with opt-out available.

Lawful Basis for Processing

Contractual necessity, legal obligation, legitimate interests, and consent where required.

Data Sharing

We may share data with delivery providers, suppliers, IT providers, and professional advisors. All third parties are required to handle data securely.

Data Retention

We retain data only as long as necessary for business and legal requirements.

Your Rights

You have rights to access, correct, delete, restrict, object, and transfer your data, and to withdraw consent. You may also complain to the ICO: <https://www.ico.org.uk>

Data Security

We implement appropriate technical and organisational measures to protect data.

Cookies

Cookies are small files stored on your device to improve functionality and user experience.

How We Use Cookies

We use cookies to ensure functionality, analyse usage, improve performance, and support marketing.

Types of Cookies

Essential, Analytics, and Marketing cookies.

Managing Cookies

You can manage cookies via browser settings. A cookie banner allows you to accept or reject non-essential cookies.

Third-Party Cookies

Some cookies are set by third-party services such as analytics and marketing platforms.

Changes to This Policy

This policy is reviewed annually and updated where necessary.

Contact Details

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