

PRIVACY POLICY

Last updated: May 2018

1/ Block Grey and Block Limited is a Scottish Limited Company (SC131744) and references to **BG&B** (or we, us and our) in this Policy are references to Block Grey and Block Limited and its associated companies whether referenced on the **BG&B** Website or not. **BG&B** is registered with the Information Commissioner under the **ICO** Registration Number **ZA414561**.

2/ **BG&B** is committed to safeguarding the privacy of visitors to its Website, of individuals with whom **BG&B** does business and any other individual whose information is collected or acquired by **BG&B**. Kindly read this Policy to understand how **BG&B** collect, acquire and use information and the rights you have in relation to your information. The Policy was published in May 2018 and may be varied from time to time so you should check it regularly. **BG&B** will advise of any major changes on its Website.

BG&B is the data controller of any information provided via the Website and other data including Personal Data (Personal Data is defined in the General Data Protection Regulations and simply stated is information about you which can be used alone, or combined with other information, to identify you personally.)

BG&B may be contacted at office@blockgreyblock.com.

Personal Data relating to you is referred to in this Notice as your information, personal information and various cognate forms of words.

3/ You are not required to provide any personal information on the public areas of the Website, however, you may choose to do so by completing the contact us form.

BG&B may also obtain personal information from your IP address, operating system and web browser that you use to access the Website. Please see section 7 and section 8 below for more details about this. You may also provide us with personal information if you contact **BG&B** by email, telephone or letter or apply for employment or become an employee.

4/ **BG&B** will only collect and use the information you provide when it is necessary for the legitimate interests of **BG&B** in connection with its business and the operation of the Website, and may use it to:

- ! perform administrative or operational processes within the business of **BG&B**;
- ! process and respond to requests, enquiries or complaints received from you;
- ! to provide products and services requested by you;

- ! to identify and communicate products and services you may be interested in;
- ! to invite you to events;
- ! monitor and analyse our business;
- ! to identify, develop or improve our services and/or products that may be of interest to you and to carry out market research;
- ! send you marketing.

More details about how BG&B use your information for marketing purposes are set out in section 5.

5/ BG&B may ask whether you wish to receive marketing from us. BG&B will not send you marketing if you ask BG&B not to. If you have agreed to receive marketing but then later change your mind and no longer wish to receive marketing, please let BG&B know so you can be removed from distribution lists. You can contact BG&B at office@blockgreyblock.com.

6/ You should be aware that BG&B may on occasion require to share your information with companies associated with BG&B and with third parties who provide services on behalf of BG&B. However, BG&B will take steps to ensure that all such companies and parties keep Personal Information confidential and secure and only use it for the purposes that BG&B have specified and have disclosed to you. BG&B will only disclose your information to other third parties if you have given your consent or where BG&B are required to do so by law, or the authorities or where it is necessary for the purpose of, or in connection with legal proceedings or in order to exercise or defend legal rights.

7/ BG&B does not presently employ cookies on the Website and if cookies are introduced a cookies policy will be published.

8/ When you visit the Website the BG&B server will record your IP address together with the date, time and duration of your visit; recording your IP address enables BG&B to identify which individuals or organisations have visited the website. BG&B use this information to compile statistical data on the use of the Website and to track how users navigate through the Website in order to enable BG&B to evaluate and improve the Website.

9/ BG&B use up-to-date data storage and security techniques to protect Personal Data from unauthorised access, improper use or disclosure, unauthorised modification or unlawful destruction or accidental loss. All BG&B's employees, and any third parties we engage to process your personal information, are obliged to respect the confidentiality of your information. BG&B remind you that the transmission of information via the internet is not completely secure and although BG&B will try its best to protect your information, BG&B cannot guarantee the security of

information transmitted through the internet; any transmission is at your own risk.

10/ It is the policy of **BG&B** to retain your personal information for no more than the length of time required for the specific purpose or purposes for which it was collected, which are set out in this Privacy Policy. However, on occasion **BG&B** may be obliged to store some data for a longer time, for example, where a longer time period is required by applicable laws.

11/ You are entitled to apply for a copy of the information **BG&B** hold about you (for which **BG&B** may be entitled to charge a small administration fee). You can make a request by writing to **BG&B** using the contact details in section 11. **BG&B** may require evidence from you in order to verify your identity before disclosing any personal information to you. You also have the right to have any inaccurate information about you corrected. You may ask **BG&B** to correct or remove any information that you think is no longer up to date. You may also transfer information we hold about you from **BG&B** to another person or business. If you wish to exercise any of the rights referred to in this section you should use the contact details in section 12.

12/ If you wish to contact **BG&B** as regards any aspect of this Policy, contact them at:

Attention Data Protection Officer
Block, Grey and Block Limited
3 Peel Park Place
College Milton Industrial Estate (South)
East Kilbride
G74 5LW

Email : office@blockgreyblock.com.

All emails sent to and from **BG&B** may be monitored to ensure compliance with internal policies and to protect the business and reputation of **BG&B**.

13/ You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ico.org.uk. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

