

TILlicOUNTRY QUARRIES

Website Privacy and Cookies Policy

1 INTRODUCTION

- 1.1 Welcome to Tillicoultry Quarries Limited's privacy notice in relation to our website at www.tillicoultryquarries.com ("**Website**").
- 1.2 This privacy notice is issued on behalf of Tillicoultry Quarries Limited ("**we**", "**us**" or "**our**"), a company (Registered in Scotland No SC016360) with our registered office at Tulliallan, Kincardine On Forth, Fife, FK10 4DT.
- 1.3 This privacy notice will inform you about what data we collect from you, how we use it, circumstances where we may disclose this data to others and how we keep it secure.
- 1.4 We take the issue of security and data protection very seriously and strictly adhere to applicable data protection legislation. In accordance with the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018 we are data controller of any personal data that you provide us.
- 1.5 Any questions relating to this policy and our privacy practices should be sent to Heidi Bell, Accounts Department, Tulliallan, Kincardine On Forth, Fife, FK10 4DT.

2 HOW WE COLLECT INFORMATION FROM YOU

- 2.1 We collect and process your personal information in the following ways:
 - you may give us information about you via our Website. This may include information you provide when you contact us via the Website, indicate your interest in our products or services or enter into a contract with us;

- you may give us information by corresponding with us by mail, text, e-mail, (or other form of electronic communication), telephone or in person;
 - by visiting our Website, we may automatically collect technical information which may form personal information; and
 - we may receive personal data about you from various third parties and public sources;
- 2.2 This Website is not intended for children and we do not knowingly collect data relating to children.
- 2.3 It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

3 WHAT INFORMATION WE COLLECT

- 3.1 **Personal data**, or personal information, means any information about an individual from which that person can be identified. It does not include data from which an individual can no longer be identified (anonymous data).
- 3.2 We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:
- **Identity Data:** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender;
 - **Contact Data:** includes address, email address and telephone numbers;
 - **Financial Data:** includes bank account and payment card detail;
 - **Transaction Data:** includes details about payments to and from you and other details of products and services you have purchased from us;
 - **Technical Data:** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this Website;

- **Usage Data:** includes information about how you use our Website;
- **Marketing and Communications Data:** includes your preferences in receiving marketing from us and your communication preference]; and
- **CCTV Data:** including video images of you from CCTV which we deploy in and around our locations.]

4 WHY WE NEED THIS INFORMATION ABOUT YOU

4.1 We use the information we collect about you:

- to provide you with information, products and/or services you have requested;
- to help us with understanding more about how our Website is used;
- to be able to send you communications that may be of interest to you, either electronically, by email, by text or otherwise;
- to be able to respond to your query; and
- for all other purposes consistent with the proper performance of our operations.

4.2 We will only use your personal data when we have legal grounds to do so. Most commonly, we will rely on one of the following legal bases:

- to enable us to perform the contract we have entered with you, including provision of the services;
- if required to comply with a legal or regulatory obligation;
- if necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; or
- if needed to protect your interests (or someone else's interests).

4.3 We may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data.

4.4 We usually do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

5 **MARKETING**

5.1 It is your choice whether you receive information such as marketing from us. If you indicated that you are interested in receiving regular information about our activities, we may send you communications electronically or by post. We will not contact you for marketing purposes unless you have given your prior consent. If, at any time, you no longer wish to receive this information, please send a written request to Heidi Bell, Accounts Department, Tulliallan, Kincardine On Forth, Fife, FK10 4DT.

5.2 All of our email marketing correspondence gives you the option to opt-out of receiving further marketing emails. Please note that you will still receive emails directly related to an enquiry you raised with us.

6 **COOKIES**

6.1 We use cookies, pixels and tags (collectively "**Cookies**") on our Website in order to help improve our Website and provide you with a more personalised web service.

6.2 A "cookie" is a piece of software that attaches to the hard drive of your computer and remembers information about the configuration of your computer.

6.3 We use the following cookies:

- Strictly necessary cookies. These are cookies that are required for the operation of our website.
- Analytical/performance cookies. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it.

6.4 You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie	Purpose	Expiry
_ga	Registers a unique ID that is used to generate statistical data on how the visitor	2 years

	uses the website	
_gat	Used by Google Analytics to throttle request rate	Session
_git	Registers a unique ID that is used to generate statistical data on how the visitor uses the website	Session
collect	Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels	Session
exp_last_activity	Contains information on what date the user last visited the website. Used to generate statistical data	1 year
exp_tracker	Contains information on what date the user last visited the website. Used to generate statistical data	Session

6.5 You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

7 DATA SECURITY

7.1 Please be aware that the transmission of information via the internet is not always completely secure. Although we will do our best to protect your personal data, we cannot guarantee the complete security of your data transmitted to us electronically; any transmission is at your own risk.

7.2 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

7.3 We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

8 SHARING OF YOUR INFORMATION

8.1 The information you provide to us will be treated by us as confidential. We may also disclose your information to:

- our insurers, credit insurers, credit reference agencies and other carefully selected parties who may process your personal data as data controllers for the purpose of carrying out insurance, risk assessments, credit management and other associated activities.
- our partners, suppliers and service providers for the purposes set out in the policy or for purposes approved by you.

8.2 We require all third parties to respect the security of your personal data and to treat it in accordance with data protection legislation.

9 NO TRANSFERS OUTSIDE THE EEA

We will not transfer your personal data outside of the European Economic Area (EEA).

10 HOW LONG WE WILL KEEP YOUR INFORMATION

10.1 We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

10.2 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

11 YOUR RIGHTS

11.1 Under Data Protection legislation, you have the following rights in connection with your personal data, which can be exercised in certain circumstances:

- **Right of access:** you can request a copy of the personal information we hold about you and check we are processing it lawfully;
- **Right to rectification:** you can request that any incomplete or inaccurate information we hold about you is corrected;

- **Right to erasure:** you can request that we delete your personal information where there is no good reason for us to continue to process it. You must provide valid reasoning for your request. This can be exercised in conjunction with the right to object (see below);
- **Right to object:** you can object to our processing of your personal information where we are processing on the basis of our 'legitimate interest' or that of a third party. We shall cease processing your personal data unless there are compelling and legitimate grounds for processing which override your interests;
- **Right to restrict processing:** you can request that we restrict our processing of your personal information. Information will be retained but not further processed;
- **Right to data portability:** where processing of personal data is carried out by automated means, you can request the transfer of your personal information to another party;
- **Right to withdraw consent:** where we are processing your personal data on the basis of consent, you have the right to withdraw your consent where we rely upon it as the lawful basis for processing; and
- **Right to not be subject to decision making based on automated processing:** you shall have the right to not be subject to decision making based solely on automated means including profiling.

11.2 If you would like to exercise any of your rights above, please contact us at Hbell@tillicoultryquarries.com

11.3 You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. In the United Kingdom, the Information Commissioner's Office can be contacted via their website - www.ico.gov.uk.

12 **THIRD PARTY WEBSITES**

Because we want your experience of our Website to be as informative and useful as possible, we may provide links to websites operated by third parties ("**Third Party Websites**"). Please be aware that we do not control such Third-Party Websites and that such Third-Party Websites may send their own cookies to users, or otherwise collect data or solicit personal information. We assume no responsibility for the information gathering practices of Third Party Websites that you are able to access through our

Website, and we encourage you to review each Third-Party Website's privacy policy before disclosing any personally identifiable information.

13 **CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

14 **YOUR DUTY TO INFORM US**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

15 **CONTACT US**

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us at Hbell@tillicoultryquarries.com