

## **Privacy Notice – Website**

### **1. Introduction**

This privacy notice will help you to understand what personal data **Peterhead Engineers Development Ltd** (company number **SC284647** having its registered office at Wellbank Business Park, Blackhills, Peterhead, Aberdeenshire AB42 3JH. collects about you, how we use this personal data, and what rights you have regarding your personal data when you use our website.

It is important that you read this notice, together with any other privacy notice that is provided to you on specific occasions when we are collecting or processing your personal data, so that you are aware of how and why we are using it.

This website is not intended for children and we do not knowingly collect data relating to children.

This privacy notice is issued on behalf of the Peterhead Engineers Development Ltd so when we mention “we”, “us” or “our” in this privacy notice, we are referring to the relevant company responsible for processing your data. Score Training and Multimedia Productions Limited is the controller and responsible for this website.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

### **2. What information will we collect?**

When someone visits our website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behavior patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. Google provides further information at <https://support.google.com/analytics/answer/6004245>.

We may also collect personally identifiable information from you when you complete a ‘contact us’ or other submission form on our website. This may include your personal contact details such as names, addresses, telephone numbers, email addresses, employer and job title.

### **3. How your data is used**

We will only use your personal details when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where it is necessary for our legitimate interest such as corresponding with you regarding our services; and
- To allow us to comply with our legal and regulatory obligations.

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising.

We may use your data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased goods or services from us and, in each case, you have not opted out of receiving that marketing.

### **4. Use of cookies**

We use “cookieconsent\_status” to track whether you have accepted the cookie policy or not when you first visit the website, it will then time out after a year. Through our use of Google Analytics we also use the following cookies:

<b>Cookie Name</b>	<b>Expiration Time</b>	<b>Description</b>
_ga	2 years	Used to distinguish users.
_gid	24 hours	Used to distinguish users.
_gat	1 minute	Used to throttle request rate. If Google Analytics is deployed via Google Tag Manager, this cookie will be named _dc_gtm_<property-id>.

#### **5. If you do not provide your personal data**

If you do not provide all of the requested personal data then we may not be able to fulfill all or part of what you have instructed us to do.

#### **6. Data transfers**

We are a part of a larger group of companies. Your personal data will only be shared with other companies within the group when necessity dictates.

#### **7. How long we keep your personal data**

Your personal data will be retained for as long as necessary to fulfil the purposes for which we collected and to fulfil our legal, financial, accounting or reporting requirements.

#### **8. Changes to this privacy notice**

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

#### **9. Your Rights**

You have the following rights regarding your personal data:

- you have the right to request access to your data;
- you have the right to correct your data if it is incorrect;
- you have the right to obtain from the controller the erasure of your data;
- you have the right to object to your data being processed.

If you wish to exercise your rights please contact the Managing Director at Peterhead Engineers Development Limited Wellbank Business Park, Blackhills, Peterhead, Aberdeenshire AB42 3JH..