

PRIVACY POLICY

Policy Statement: At McSence Group we aim to safeguard and preserve your privacy when visiting our website or communicating electronically with us. This Privacy Policy explains what happens to any personal data that you provide to us, or that we collect from you.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Information We Collect: While operating our website, we may collect and process the following data about you:

- Details of your visits to our website and the services that you access; including, but not limited to, traffic, location, weblogs, and other communication data
- Information that you provide in Forms on our website, such as contact details
- Information you provide to us when communicating with us, whatever the reason

Use of Cookies: We may gather information about your computer for our services and to provide statistical information regarding the use of our website to our advertisers. This information will not identify you. It is statistical data about your visits and use of our website. We may also gather information about your general internet use by using a cookie file. Where used, these cookies are downloaded to your computer automatically and stored on your hard drive. Cookies contain information that is transferred to your computer's hard drive and help us improve our website and the services that we provide to you.

You can decline cookies. To do this, go to your browser settings and select the option to decline cookies. However, should you choose this, you may be unable to access some parts of our website.

Our advertisers may also use cookies; we have no control over this. Such cookies (if used) will download if you click on advertisements on our website. Third party vendors, including Google, place ads on sites and deliver those based on your previous website visits. You may opt out of Google's use of cookies by visiting the Google Opt-Out Page

<https://support.google.com/ads/answer/2662922?hl=en-GB>

Use of Your Information: The personal information that we collect and store, is primarily used to provide you with our services. In addition, we may use the information for the following purposes:

- To provide information you requested relating to our products or services
- To provide information on other products or services which we feel may be of interest to you, but only when you have consented to receive such information
- To meet our contractual commitments to you
- To notify you about any changes to our website, such as improvements that may affect our service

- ✦ If you are an existing customer, we may contact you with information about similar services to those you previously purchased

Storing Your Personal Data: Data which you provide to us is stored on our secure servers. Details relating to any transactions on our website will be encrypted to ensure its safety.

However, the transmission of information via the internet is not completely secure and we cannot guarantee its security, therefore using this method of communication is entirely at your own risk. Where we have given you, (or where you have chosen) a password to access our website, you are responsible for keeping this confidential.

Disclosing Your Information: Where applicable, we may disclose your personal information to any member of our group. This includes our subsidiaries, our holding company, and its other subsidiaries (if any). We will disclose your personal information to transport providers if you have chosen to transact with them (i.e., if you have accepted their quote). We may also disclose your personal information to third parties if:

- ✦ We sell any, or all our business and / or our assets to a third party
- ✦ We are legally required to disclose your information
- ✦ We are required to assist with fraud protection and minimise credit risk

Third Party Links: You may find links to third party websites on our website. These websites should have their own privacy policies which you should check. We do not accept any responsibility or liability for their policies.

Access to Information & Contacting Us: The Data Protection Act 2018 gives you the right to access the information that we hold about you and any request for access may be subject to a fee to cover our costs of providing this information. Should you wish to find out what personal information we hold about you, please contact us as below.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

T: 0131 454 1500 | E: mail@mcsence.co.uk | W: www.mcsence.co.uk | FB: www.facebook.com/McSenceGroup

Policy Amendments & Revisions: *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*