

Privacy & Cookie Policy

We are committed to safeguarding the privacy of our website visitors.

This policy sets out how we will treat your personal information and the cookies we use.

1. WHAT INFORMATION DO WE COLLECT?

We may collect, store and use the following kinds of personal information:

- (a) Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation)
- (b) Any other information that you choose to send to us e.g., your details when using our contact form.

2. HOW DO WE USE YOUR PERSONAL INFORMATION?

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) Administer the website.
- (b) Improve your browsing experience by personalising the website.
- (c) Deal with enquiries and complaints made by or about you relating to the website.
- (d) Keep the website secure and prevent fraud.

We may disclose information about you to any of our employees, insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) To the extent that we are required to do so by law.
- (b) In connection with any legal proceedings or prospective legal proceedings.
- (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention).
- (d) To any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

3. COOKIES

Cookies and how we use them.

Our website uses cookies, as almost all websites do, to help provide you with the best experience we can. Cookies are small text files that are placed on your computer or other device when you browse websites.

Our cookies help us:

- Make our website work as you would expect
- Improve the speed/security of the site

We do not use cookies to:

- Collect any personally identifiable information (without your express permission)
- Collect any sensitive information (without your express permission)
- Pass data to advertising networks
- Pass personally identifiable data to third parties
- Pay sales commissions

You can learn more about all the cookies we use below.

Should you wish to remove or not use cookies from our site you can learn how to do this below, however doing so will likely mean that our site will not work as you would expect.

More about our Cookies

We use cookies to make our website work. The cookies used include:

BIGipServerZebedee cookie & TS01237438 cookie - are set when you move from one page to another page in the site, classed as "strictly necessary" for the functioning of the site, and as such they are exempt from the normal requirement of user consent for the use of cookies.

Neither of these two cookies store personally identifiable information, and both of them (as "session cookies") are deleted when you close your browser session.

More info:

BIGipServerZebedee cookie is part of the back-end architecture of the hosting service that manages the site. It belongs to the class of "load-balancing cookies". The load-balancing cookie is required to track which server you are communicating with, in order to present a consistent user experience as you move from page to page. It routes data and page requests to the correct server and so ensures that the content of the page loads quickly and effectively.

The TS cookie basically has to do with enforcing elements in the security policy with regard to database management in the hosting servers.

Turning Cookies Off

You can usually switch cookies off by adjusting your browser settings to stop it from accepting cookies. Doing so limits the functionality of a large proportion of the world's websites, as cookies are a standard part of most modern websites.

It may be that your concerns around cookies relate to so called "spyware". Rather than switching off cookies in your browser you may find that anti-spyware software achieves the same objective by automatically deleting cookies considered to be invasive.

4. INTERNATIONAL DATA TRANSFERS

We will never share your personal data outside the European Economic Areas.

5. HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall- protected) servers.

All electronic transactions you make to or receive from us will be encrypted using SSL technology.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password (except when you log in to the website).

6. POLICY AMENDMENTS

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

7. YOUR RIGHTS

We want to ensure that your personal information is accurate and up to date. If any of the information you have provided changes, please let us know (*see our contact details below*). You may ask us to correct information you think is inaccurate and you may also ask us to remove information which is inaccurate.

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email to gdpr@mcneill-cadzow.co.uk.

8. THIRD PARTY WEBSITES

This cookie policy does not cover the links within this site linking to other websites e.g., Twitter.

We encourage you to read the privacy statements on the other websites you visit.

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

9. DATA CONTROLLER

The data controller responsible in respect of the information collected on this website is McNeill & Cadzow (a trading name of Training & Consultancy Solutions Ltd), registered with the Information Commissioner's Office (ICO)

under registration reference ZA027624.

10. CONTACT DETAILS

Postal Address: McNeill & Cadzow, 16a Ainslie Place, Edinburgh EH3 6AU

Telephone: +44 (0)131 225 8021

Email: gdpr@mcneill-cadzow.co.uk

DX Number & Exchange Name: DX ED28 EDINBURGH

This policy was reviewed in May 2018