

# Privacy Policy

## Aim of Policy

As with most companies, Morris & Spottiswood (referred to in this document as ‘the Company’ or ‘we’) needs to collect and use your personal information for various purposes.

This sets out the basis on which any personal data collected from you, or that you provide to us, will be processed by the Company. Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. The Company will ensure that data is always processed in accordance with the provisions of relevant data protection legislation, including the General Data Protection Regulation (GDPR).

Our contact details are:

Morris & Spottiswood Limited, 54 Helen Street, Glasgow G51 3HQ. Tel: 0141 425 1133

Morris & Spottiswood Ltd is a data ‘controller’, which means we are responsible for deciding how we hold and use your personal information.

### Topics: -

- **How will we use the information about you?**
- **Marketing**
- **Access to your information and correction**
- **Cookies**
- **Other websites**
- **Data security**
- **Transfer of data outside the EU**
- **Changes to our privacy policy**
- **How to contact us**

## What information do we collect about you?

We collect personal data through various channels including, but not limited to, the following: Email marketing campaigns and communications, social media communications, search engine marketing (SEO/PPC/affiliates), offline marketing campaigns linked to our website, business cards and face to face meetings (during the conducting of business).

Mostly the personal data we collect is limited to the kinds of information that can be found on a business card: first name, last name, job title, employer name, work address, work email, and work phone number. In some instances, only when appropriate, we may ask you for other specific personal data, although this will always be optional (for example, dietary requirements in advance of an event, or your hobbies and interests). We will store your details securely as referenced in the ‘Data security’ section below.

## How will we use the information about you?

We use information held about you to carry out our obligations arising from any contracts entered into between you and us and to provide you with information and services that you requested from us. We also use your information to provide you with details about other services we offer that are similar to those that you have already purchased or enquired about that we think may be of interest to you. In addition, we like to notify you about changes to our service, ensure that content from our website is presented in the most effective manner for you and for your device, conduct data analysis, testing and research, and to measure or understand the effectiveness of advertising we serve you and others to ensure it is relevant in future. Finally, we may share your details with third party suppliers in order to deliver our communications.

## Marketing

You have the right to ask us not to process your personal data for marketing purposes. We will always inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data.

If you no longer wish to be contacted for marketing purposes, you can contact us at any time to remove yourself from further communications by emailing us or writing to us at the address below.

Access to your information and correction

You have a number of rights under data protection law in relation to the way we process your personal data. These are set out below:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

If you wish to exercise your rights as a data subject, please email us or write to us at the address below.

## Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

## Other websites

Our website may, from time to time, contain links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## Data security

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Policy. The Company has put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## Transfer of data outside the EU

The Company does not intend to transfer your personal information to any country outside of the EU.

## Changes to our privacy policy

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 25th May 2018.

## How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email

or write to us at: **Privacy Team, Morris & Spottiswood Limited, 54 Helen Street, Glasgow G51 3HQ**