

## **DATA PROTECTION - PRIVACY NOTICE**

This privacy notice sets out how Glen Esk and its parent company GM Belt Supplies Ltd uses and protects any personal information that you give to us. It does not apply to information we hold about companies and other organisations.

This notice covers what we collect and why, how we collect, what we do with the information, what we won't do with the information and what rights you have.

Glen Esk and its parent company GM Belt Supplies Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified; you can be assured that it will only be used in accordance with this privacy notice.

Glen Esk and its parent company GM Belt Supplies Ltd may change this notice from time to time, by publishing the amended version on our website with a banner highlighting the new version. You should check the privacy notice page on our website from time to time to ensure that you are happy with any changes.

### **Who we are**

Glen Esk and its parent company GM Belt Supplies Ltd supplies shops all over the world with a range of Scottish highland dress regalia, police belts, police ID wallets and also ceremonial and parade belts to both UK and overseas customers. For the purposes of the General Data Protection Regulations, Glen Esk and its parent company GM Belt Supplies Ltd is a data controller in respect of the personal information that we collect and process about you as described in this privacy notice.

### **What we collect**

We will only ever collect the information we need. We may collect and process the following data about you:

- name
- postal address (company)
- email address (company)
- telephone number (company)

### **How we collect**

This information is collected from you in a variety of ways, including by telephone, when meeting our sales personnel, at trade shows and via our website enquiry form.

### **What we do with the information we gather**

We require this information to understand your needs and to provide you with a new or better service. In GDPR terms, we are processing your data for our legitimate interests or for the performance of a contract.

“Legitimate interests”, means the interests of Glen Esk and its parent company GM Belt Supplies Ltd in conducting and managing our business and providing you with the best services and products in the most secure way.

“For the performance of a contract” means to fulfil Glen Esk and its parent company GM Belt Supplies Ltd contractual obligations to you;

Reasons might include:

- To respond to your query/ies
- To provide you with a quote
- To obtain a quote
- To provide you with a service or a product
- To obtain products from you
- To manage your account with us
- For general administration purposes
- To provide you with information about our products, services, offers or technical developments that you request from Glen Esk and its parent company GM Belt Supplies Ltd or which we feel may be commercially of interest you.

When we process your personal data as outlined above, we always ensure that we consider and balance any potential impact on you and your rights under data protection laws.

If you have any concerns about the processing described above, you have the right to object to this processing. For more information about your rights, please see “Your rights” section below.

### **Sharing your information**

Glen Esk and its parent company GM Belt Supplies Ltd have limited requirement to share personal data with another organisation or person. If it does it will only be for the performance of the contract between both parties. In any event where personal data is shared or where the company could access data Glen Esk and its parent company GM Belt Supplies Ltd will conduct a due diligence on that 3<sup>rd</sup> party. This includes a questionnaire and assessment of the response given. The company will not share personal data with any company or organisation unless it is for the purpose of Glen Esk and its parent company GM Belt Supplies Ltd providing its products to its Customers, and the 3<sup>rd</sup> party’s data processing procedures are deemed secure.

### **Data Security**

Glen Esk and its parent company GM Belt Supplies Ltd is committed to ensuring that your information is secure. We are Cyber Essentials accredited and have security protocols and policies in place to manage and record your data privacy and preferences correctly and ensure that your data is stored securely to protect against its loss, misuse and alteration. Glen Esk and its parent company GM Belt Supplies Ltd also takes steps to ensure that any businesses we share your data with will have similar security protocols and policies in place.

We will keep your information only for as long as is needed to provide you with the goods, services or information you have required, to administer your relationship with Glen Esk and its parent company GM Belt Supplies Ltd, to comply with the law or to ensure Glen Esk and its parent company GM Belt Supplies Ltd does not communicate with people that have asked us not to. When Glen Esk and its parent company GM Belt Supplies Ltd no longer needs information, it will be disposed of securely.

### **Controlling your personal information**

Whenever the processing of your personal data requires your consent you will be given the opportunity to opt-in or opt-out:

- You will be given the opportunity to opt in to allow your contact information to be used by Glen Esk and its parent company GM Belt Supplies Ltd for direct marketing purposes. If you do not actively opt in, you will not be contacted in this way
- If you have previously agreed to Glen Esk and its parent company GM Belt Supplies Ltd using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [sales@gmbelt.com](mailto:sales@gmbelt.com)

Glen Esk and its parent company GM Belt Supplies Ltd will not sell, distribute or lease your personal information to third parties unless we are required by law to do so.

### **Your rights**

Under the data protection legislation, you have the right to request copies of your data, rectification and erasure of your data. You can object to Glen Esk and its parent company GM Belt Supplies Ltd processing your data and you have the right to prevent your data being used for direct marketing. You also have the right to access a copy of the information Glen Esk and its parent company GM Belt Supplies Ltd holds about you (a Subject Access Request).

- If you wish to exercise any of these rights please email [sales@gmbelt.com](mailto:sales@gmbelt.com)

For more information about your rights under the Data Protection Act you can go to the Information Commissioner's Office website: [www.ico.org](http://www.ico.org).