

#### **PRIVACY NOTICE**

This notice explains the kinds of personal data we may collect, how we will handle it, shore it and keep it safe.

This notice also tells you about your rights in relation to your personal data.

We trust that the following sections will cover all the points in relation to the handling of personal information.

We are:

Thistle Marine (Peterhead) Ltd with premises at:

Headquarters	Machine Shop	Sales Office
5 Baltic Place	Kirkgate	Unit 3, James Gregory Centre
Peterhead	Old Deer	Balgownie Business Park
Aberdeenshire	Aberdeenshire	Balgownie Drive
AB42 1TF	AB42 5LJ	Aberdeen, AB22 8GU
Tel: 01779 477210	Tel: 01771 624545	Tel: 01224 826010

Main contact email: sales@thistlemarine.co.uk

## What Personal Data do we process:

- Our own employees
- Our Directors
- Future/prospective employees
- Employees of customers and potential customers
- Employees of suppliers and potential suppliers

# Why do we process this personal data:

- We contact individual employees about the work they are doing for us and the work we are doing for them.
- We legitimately require to process this information in order to continue our business.
- We also use these contact details to email information about our products and services. There will now be an option of telling us not to contact you in this way from now on.

## Who we will share your data with:

Thistle Marine will only share your personal data as necessary to provide you with the goods and services you receive from our company or which you provide to us. This is only with third parties that we trust and where appropriate.

#### **Data Retention:**

We will only hold your contact details whilst we are of service to your company or which you provide to us. If there is no longer a business relationship with your, we will delete/shred/destroy your personal data after one year.

#### **Cookies:**

Our website uses cookies: www.thistlegroup.co.uk

Cookies are small text files that are sent by web servers and stored on visitors computers so they can be read back at a later date. This is quick way of all owing a computer to remember specific information relating to a web site and provide the user a more improved experience.

The cookies we use on our site are "analytical" cookies created by Google Analytics, this tracks information about your visit. These cookies are non-intrusive and allows the website to obtain information about the usage of our site, number of visits, duration, path taken and country.

## **Your Rights:**

You have rights in relation to your personal data:

- You have the right to access information that Thistle Marine are processing and to obtain a copy of it
- You have the right to ask Thistle Marine to change incorrect or amend incomplete information
- You have the right to ask Thistle Marine to delete or cease processing your information
- You have the right to object to the processing of your data where Thistle Marine rely on its legitimate interests as the legal ground for processing

You can withdraw your consent to Thistle Marine retaining your information at any time. To do this please inform us by email or post.