

Website Privacy Policy

This Website Privacy Policy, hereinafter referred to as the “Privacy Policy” tells you what to expect in relation to personal information about you which is collected, handled and processed on *Quaybridge.com* which is hereinafter referred to as the “Website”.

Quaybridge.com is the Website of Quaybridge Ltd. Our address is Quaybridge Scotland Limited (registration number: SC644544), The Boathouse Silversands, Aberdour, Fife, Scotland, KY3 0TZ.

We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) applies.

Quaybridge Ltd. is a data controller and processor as per the GDPR (art. 4). The processes are described below including personal data categories, purposes of personal data use, lawful basis for processing and rights regarding any of your personal data.

We can be reached at contact@quaybridge.com.

We promise to treat any personal information about you securely, fairly and lawfully. We are committed to protecting your privacy.

What personal information do we collect?

We collect only a limited amount of personal data on the Website.

I. Data collected through Google Analytics:

We do not make extensive use of cookies but do use Google Analytics to provide data about Website usage. The personal data collected through Google Analytics comprises:

- Internet Protocol (IP) Address
- Network Location
- Browsing activity (date and time of visit, pages visited)
- Type of web browser and operation system

This information is not necessary to be provided to us before you can use the Website. When you visit the Website, we inform you of our use of cookies.

A "cookie" is a small text file that's stored on your computer, smartphone, tablet, or other device when you visit a website or use an app.

Some cookies are deleted when you close down your browser. These are known as session cookies. Others remain on your device until they expire or you delete them from your cache. These are known as persistent cookies and enable us to remember things about you as a returning visitor.

To find out more about cookies please see the link included further below in this document.

Google Analytics and therefore this Website uses session and persistent cookies.

The information described above will be transmitted to and stored by Google via Google Analytics on servers in the United States. This information is anonymised prior to being sent to the US servers. Google will exclusively use this

information to analyse our website performance and provide other services in regard to the Website. You can withdraw your consent regarding the use of cookies.

How do we use the information?

The information described above is used to analyse and improve the Website performance to help provide a better online experience.

2. Personal data collected from the contact form on the Website we may collect, hold and process:

- Name
- Email
- Subject
- Any message you leave on the form
- Mentoring programme of interest

How do we use the information?

The information described above is used to be able to provide you with the information you request from us when using the Website.

Who do we share your data with?

Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this.

We will not disclose any personal data outside our organisation, except for third parties hosting the Website or involved in its content or management.

Legal basis

Our lawful basis for collecting and processing the personal information described above is legitimate interest.

We use cookies on the Website to help provide the best possible online experience. By using this Website you agree to our use of cookies.

We may need to process the information described above based on legal or regulatory obligations.

Your rights

You have the right at any time to request the following in relation to the information about you that we hold: right to access to data, rectification, erasure, restriction on processing, objection to processing and right to data portability.

You can access the lists of cookies stored by your browser in the settings of most internet browsers. As mentioned above, you can always withdraw your consent or opt-out out of the use of cookies by changing the cookie settings in your browser to stop the collection and use of cookie technology.

How long will we keep your personal data?

Your data will be retained for no longer than is necessary in accordance with GDPR guidance. We will retain your information for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

Google Analytics retains cookies information for a maximum of 24 months depending on the type of cookies.

How can I withdraw consent?

If you have provided us with your consent to process your data, you have the right to withdraw this at any time. In order to do so, send an email to contact@quaybridge.com.

How to opt-out or withdraw consent of the use of cookies?

You can withdraw consent or opt-out out of the use of cookies by changing the cookie settings in your browser to stop the collection and use of cookie technology. A Google Analytics opt-out extension for your internet browser is available at <https://tools.google.com/dlpage/gaoptout>.

To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

To find out more about how cookies are used by Google Analytics, visit <https://privacy.google.com>.

Contact

Please address any questions, comments and requests regarding our data processing practices to contact@quaybridge.com.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioners Office at <https://ico.org.uk/concerns>.

Changes to the Privacy Policy

This Privacy Policy has been adopted on 11 November 2020 and will be modified as necessary by us at any time.