



## **PRIVACY NOTICE**

The Scott Group is a leading industrial supplies organisation which provides a wide range of goods and services to industrial and manufacturing markets. The Scott Group is a trading name for all of the companies within our group (including Scott Group Investments, Scott Timber Ltd, Scott Direct Ltd). Scott Group is committed to ensuring that all personal data we hold is processed in accordance with data protection law and that good data protection practice is imbedded in the culture of our staff and organisation.

Scott Group processes the personal data of our employees and our customers. We will also process personal data of third parties including our suppliers, contractors and contacts.

This notice sets out how we process data and the rights data subjects have in respect of their personal data.

We have appointed a Data Protection Manager who may be contacted by you in relation to queries regarding your personal data:-

David Holmes  
Scott Group  
Halbeath Interchange Business Park  
Kingseat Road  
Halbeath  
Dunfermline  
Fife  
KY11 8RY 01383  
627 100  
david.holmes@scottgrouppltd.com

## **WHAT INFORMATION DOES SCOTT GROUP COLLECT?**

Scott Group collects and processes a range of information containing personal data about you. This includes the following:

- Your name, business address and contact details, including email address and telephone number;
- Your location;
- Details of any enquiry;
- Financial information such as bank account, debit or credit card details; and
- Your IP address.

Scott Group may collect this information in a variety of ways including directly from you, when you use our online contact us tool, from third parties, from professional contacts or from your colleagues.

Your personal data will be retained in hard copy in files which are stored in a locked cabinet/room and in Scott Group's IT system.

### **WHY DOES SCOTT GROUP PROCESS YOUR PERSONAL DATA?**

We will use your contact details prior to you becoming a client to contact you and for the purposes of entering into a contract with you. We will also use contact details to allow us to contact you about enquiries about our products and services received from you.

Where you have entered into a contract with Scott Group for the provision of products or services, we need to process your personal data in order to meet our obligations and exercise our rights in terms of that contract.

In other cases, Scott Group has a legitimate interest to process your data, for example where your personal data is relevant to a contract we have entered into with your employer or to keep you informed about Scott Group news, products and services and to provide you with market updates.

There may be some occasions where we seek your consent to process personal data (but in this case we will provide full details of what we are seeking consent for, so that you will be able to carefully consider whether to provide that consent). Where you have provided consent to us for processing, you have the right to withdraw that consent at any time.

### **WHO HAS ACCESS TO DATA?**

Your information will be shared within Scott Group and among the Scott Group companies as appropriate to the goods or services which Scott Group may provide.

We will also share your data as required by law.

Scott Group also shares your data with third parties, including sub-contractors engaged by Scott Group to provide services on our behalf, including IT and software service providers; and cloud computing services providers. Where we use these providers, we have appropriate contractual arrangements in place to ensure the security and confidentiality of your data.

Scott Group does not share your data with other companies or organisations for their own purposes or for sending their own marketing communications to you.

Scott Group may also share your data with our professional advisers and with third parties in the context of a sale of some or all of its business. In those circumstances the data will be subject to confidentiality arrangements.

If your personal data is transferred outwith the EEA we will ensure that adequate safeguards are in place, an adequacy agreement or other contractual arrangement is in place as required by law.

## **HOW DOES SCOTT GROUP PROTECT DATA?**

Scott Group takes the security of your data seriously. We maintain confidentiality in relation to our customers. Scott Group has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. We use appropriate standards of technology and operational security to protect your personal data.

Where Scott Group engages third parties to process personal data on its behalf, they do so on the basis of our written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. They are also not allowed to use your personal data for their own purposes.

## **HOW LONG DOES SCOTT GROUP KEEP YOUR DATA?**

Scott Group will hold your personal data for the duration of any contract with you and for a fixed period of 7 years thereafter. Where we do not have a contract with you, we will only hold your personal data for as long as is necessary for the purpose it is processed. The periods for which your data is held are set out in Scott Group's Data Retention Policy.

## **YOUR RIGHTS**

As a data subject, you have a number of rights. These include the right to:

- Access and to obtain a copy of your data on request;

- Require Scott Group to change incorrect or incomplete data;
- Require Scott Group to delete or stop processing your data, in certain circumstances;
- Object to the processing of your data where Scott Group is relying on its legitimate interests as the legal ground for processing;
- Data portability; and
- Object to automated decision making.

If you would like to exercise any of these rights, if you have any concerns about how your personal data is being processed, or to request a copy of our Data Protection Policy or Data Subject Rights Policy please contact Scott Group:

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If you believe that Scott Group has not complied with your data protection rights, you can complain to the Information Commissioner. Further information is available at [www.ico.org.uk](http://www.ico.org.uk)

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

## **WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?**

Where you have entered into a contract with Scott Group for provision of goods or services, failing to provide the data may mean that Scott Group is unable to properly implement the contract and that you are unable to exercise certain contractual rights.

## **MONITORING AND REVIEW**

This policy shall be regularly monitored and reviewed. We may amend this notice from time to time and will notify you of any significant changes.