

## **Privacy Policy**

This Privacy Policy sets out the data processing practices carried out through the use of the Internet and any other electronic communications networks by Trackedlocal UK Limited. If you have any requests concerning your personal information or any queries with regard to these practices please contact Trackedlocal UK Limited at [getintouch@trackedlocal.uk](mailto:getintouch@trackedlocal.uk) note that all data thus captured will be used and held in accordance with the requirements of the Data Protection Act 1998.

### **Information collected**

We collect information from visitors to this website via the Contact Us enquiry form as well as via email enquiries generated from the website.

We collect your details when you email us with an enquiry.

In addition to the above, we collect information automatically about your visit to our website. Please see our Cookies Section for more details.

### **Use of personal information**

We process personal information collected via this website for the purposes of:

- Providing information about products and services
- Providing and personalising our services
- Dealing with your enquiries and requests
- Administering orders and accounts relating to our suppliers or customers

### **Data Capture Information**

We will send you information according to the preferences you submitted via our contact us form. If you would like to change these preferences at any point, please email us at [privacy@trackedlocal.uk](mailto:privacy@trackedlocal.uk), or call us on 0141 255 0899. Alternatively you can also write to us at The Director, 272 Bath Street, Glasgow, G2 4JR.

### **Marketing**

Please note that your information may be used to send you details of those products or services that we offer that we have identified as likely to be of interest to you. This will be in accordance with the preferences that you indicated when you completed the contact us form.

If at any point you would like to opt-out of receiving communications from us, or would like to change the channels (such as email or post) that we use to contact you, please contact The Director at [catherine.swan@trackedlocal.uk](mailto:catherine.swan@trackedlocal.uk) You can also write to 272 Bath Street, Glasgow, G2 4JR.

## [THIRD PARTY MARKETING]

From time to time we would like to be able to pass your information to carefully selected third parties that offer products or services that we have identified as likely to be of interest to you. We will only do this if you have opted-in to receive such communications e.g. when you completed your contact us form, or when you entered into an agreement with us, or entered a competition or prize draw.

You may ask us at any point not to share your information with third parties for this purpose, by contacting The Director at [privacy@trackedlocal.uk](mailto:privacy@trackedlocal.uk) or in writing to us at 272 Bath Street, Glasgow, G2 4JR.

## **Disclosures**

We will not share your data with third parties unless we are obliged to disclose personal data by law, or the disclosure is 'necessary' for purposes of national security, taxation and criminal investigation, or we have your consent.

## **Other websites**

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

## **Subject access requests**

You have the right to see what personal data we hold about you. To obtain a copy of the personal information we hold about you, please write to us at The Director, 272 Bath Street, Glasgow, G2 4JR. Please note that we reserve the right to charge a fee of up to £10 for any such request.

## **Internet-based transfers**

Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means for instance that data you pass to us may be processed outside the European Economic Area, although the data will always be held securely and in line with the requirements of UK data protection legislation. By communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

## **Use of cookies**

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org).

## [IF APPLICABLE, ADD THE FOLLOWING:]

We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile.

Most browsers will allow you to turn off cookies. If you want to know how to do this please look at the menu on your browser, or look at the instruction on [www.allaboutcookies.org](http://www.allaboutcookies.org). Please note however that turning off cookies will restrict your use of our website.

We use the following cookies on our site:

Cookie	Data collected by the cookie	How long this data is kept for	Who owns this data	Is this a 1st party of a 3rd party cookie?
trackedlocalbus inesscatalyst.com	unique visitors, time spent on the site, pages viewed		trackedlocal only	no

By continuing to use this site you are agreeing to the use of cookies as detailed above.

### **Amendments**

Please note that this privacy policy is subject to change from time to time. It was last reviewed on 6th October 2014.