

# ELGIN & HALL

## PRIVACY & COOKIE POLICY



At Elgin and Hall we commit ourselves to protecting and respecting your privacy when visiting our website. This privacy & cookie policy sets out how we will process and use any personal data that you provide to us, or that we may collect as a result of visiting <http://www.elginandhall.co.uk>

Please read the following information to understand our practices with regards to your personal data and how we will treat it. For the purposes of the Data Protection Act 1998, the identity of our data controller shall be available upon enquiry by email.

### INFORMATION WE MAY COLLECT FROM YOU

---

We may collect and process the following data about you:

Any information that you provide by filling in forms on our site. This includes provided information at the time of registering to use our site, posting material, requesting further services or subscribing to any service offered by us on the site. We might also request further information and if you should report a problem with our site.

We may keep a record of any correspondence if you should contact us. Details of the resources you access and of your visits to our site. Details of transactions you may carry out through our site and of the completion of your orders.

### COOKIES

---

Our websites, along with most other major websites, use 'Cookies'. 'Cookies' are pieces of information that a website transfers to the cookie file on your computer's hard disk. 'Cookies' enable users to navigate around websites and (where appropriate) enable us to tailor the content to fit the needs of visitors who have accessed the site and help us improve the user experience. Without 'Cookies' enabled we cannot guarantee that the website and your experience are as we intended it to be.

At Elgin & Hall we use cookies for:

#### Function

We use cookies within our online forms. Without cookies enabled you will not be able to request brochures or contact us via our online system.

#### User Experience

We use cookies to improve your experience of the website by tracking how visitors reach our site and the path they take through it to help us improve our service to you.

#### Marketing

To understand how our advertising campaigns and promotions with the Elgin & Hall website are working to improve our site design, offers and promotions.

### WHERE WE STORE YOUR PERSONAL DATA

---

To ensure that your data is treated securely and in accordance with this privacy & cookie policy we will endeavour to take all reasonable necessary steps in protecting your privacy.

We will do our best to protect your personal data, unfortunately, the transmission of information over the internet is not entirely secure and we cannot guarantee the security of data transmitted to our sites. Any transmission of data is at your own risk.

### USES MADE OF THE INFORMATION

---

We use the information held about you in the following ways:

- To notify you of any changes to our service.
- To ensure that the content of our site is presented in the most effective manner for you and your computer.
- Where you have consented to be contacted, to provide you with the information, products and services requested from us or in the event that we feel will be of interest to you.
- To allow you to participate in interactive features of our service, should you choose to do so.
- In allowing ourselves to carry out our obligations concerning any contracts entered into between you and us.
- We may also use your data to inform you and provide information on goods and services that may be of interest to you. (We may also permit selected third parties to use your data for the same reason.) If you do not want your data used in this way or passed onto third parties for marketing purposes please tick the relevant box on the form in which we collect your data.

### DISCLOSURE OF YOUR INFORMATION

---

As defined in section 736 of the UK Companies Act 1985 we may disclose your personal information to any member of our group. These include our subsidiaries, our ultimate holding company and its subsidiaries.

If we are under a duty to comply with any legal obligation to disclose or share your personal data. To protect the rights, property and safety of our customers or others, or to enforce our terms of use for the site. For the purposes of fraud protection and credit risk reduction this may include exchanging information with other companies and organisations.

### THIRD PARTY WEBSITES

---

From time to time our site may contain links to and from the websites of our partner networks, advertisers and affiliates. If you visit any of these sites please note that they have their own privacy policies and you should check these before submitting any personal data. We cannot accept any responsibility or liability for these policies.

### CONTACT

---

We welcome any questions, comments and requests regarding this privacy and cookie policy and should you like to contact us you can find our details here on the 'contact us' page of our website.