



# Privacy Policy

Aberdeen & Grampian Chamber of Commerce is committed to protecting your privacy. In this policy we set how we deal with your personal details.

Any information collected and stored, including cookies, will be of the following kind:

- Your visits and use of our website
- Information provided for the use of registering and/or subscribing to our website service
- Information provided for the business purposes, quotes, analysis etc
- Newsletters
- Website visits, we may collect information about your visits to our website such as IP address, location, browser type, referral source, length of visit and number of page views. This information may be used to improve our website's usability and for marketing purposes
- Cookies are used on this website. A cookie is a text file sent by a web server to a web browser and stored in the browser. The file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser
- We may send a cookie which may be stored by your browser on your computer's hard drive. The information we obtain from the cookie could be used to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you
- Browsers usually will allow you to refuse cookies but this could have a negative impact on the usability of many websites

## Using your personal data

Personal data submitted on this website could be used for the purposes specified in this privacy policy or in any relevant parts of the website.

In addition, we may use your personal information to:

Improve your browsing experience by personalising the website

Provided you have opted in, we will send information (other than marketing communications) which might be of interest to you by post or email.

Share your name, job title and company name with other delegates if you attend our events.

Provide other companies with statistical information about our users; however, this information will not be used to identify an individual user.

Please note, we will not provide any personal information to a third party unless you have given your specific permission.

# The British Chambers of Commerce

Our local Chamber of Commerce is part of a network of 53 Chambers of Commerce across the UK accredited by the British Chambers of Commerce. The purpose of the British Chambers of Commerce (BCC) is to represent the interests of our network to the UK Government. This objective is stated in the BCC's 'Articles of Association'. We will provide the BCC with your company's contact details in order for the BCC to conduct research into the impact of policies on your business.

**What does the BCC do with your data?** The BCC will not contact your business for any other purpose other than to notify you of an opportunity to respond to a survey. Each year, the BCC conducts around five surveys which directly help us develop and shape Government policy across a range of areas. The data from these surveys are completely anonymised and aggregated so that individual responses cannot be identified. The anonymised data are then presented in closed briefings with stakeholders across UK Government, and shared publicly through the BCC's press team.

The purpose of carrying out the surveys is to produce reports, which BCC and Local Chambers can then use in their activities in promoting and protecting the interests of UK businesses; in other words, they are part and parcel of the function and purpose of BCC and the Local Chambers. There is never any marketing or commercial purpose to the surveys, and the BCC does not carry out surveys on behalf of any third party.

You can contact us on [info@agcc.co.uk](mailto:info@agcc.co.uk) if you do not wish to be contacted by the BCC, and you will have the opportunity to unsubscribe from the BCC's research mailing list at any point.

## Data Retention

The personal data collected is stored in the Chamber's CRM system and other appropriate data management systems, both paper based and electronic. Personally identifiable information will not be disclosed to any third party except if permission has first been obtained from the users. At regular intervals, we will:

- review the length of time we keep your personal data for
- consider the purpose or purposes for which we hold your personal data for in deciding whether (and for how long) to retain it
- securely delete information that is no longer needed for that purpose or those purposes
- update, archive or securely delete information if it goes out of date.

You have a right to be forgotten, and whilst we'd be sorry to see you go, please let us know by emailing [info@agcc.co.uk](mailto:info@agcc.co.uk) should you wish to have your details deleted.

## Other disclosures

In addition to the circumstances listed previously, there may be times when we are required to disclose information. These are

Where a country's legal system requires us to disclose your personal information

In connection with any legal proceedings or prospective legal proceedings

In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

Please note, except as stated in this privacy policy, we will not provide your information to third parties.

## International data transfers

Information that we collect may be stored, processed in and transferred between any of the countries in which we operate in order to enable us to use the information in accordance with this privacy policy.

If you are in the European Union, information which you provide may be transferred to countries which do not have data protection laws equivalent to those in force in the European Union. You expressly agree to such transfers.

## Security of your personal data

We will take reasonable precautions to prevent the loss, misuse or alteration of your personal information. We will store all the personal information you provide on our secure servers. All electronic transactions you make to or receive from us will be encrypted.

We cannot, however, guarantee the security of data sent over the internet.

## Policy amendments

We may occasionally update this privacy policy by posting a new version on our website. It is in your interest to check this page regularly to ensure you are comfortable with any changes made.

## Third party websites

Our website contains links to other websites. We are not responsible for the privacy policies of any third party websites.

## Cookies

Some of the services we use such as Google Analytics, Clicky Analytics and addThis set cookies to allow us to gather anonymous data about your usage of our website.

## Your rights

You may instruct us to provide you with any personal information we hold about you.

You can request us not to use any of your personal details; you will usually confirm in advance whether you agree to our use of your personal data. If not you can instruct us not to use your personal data by emailing us at [info@agcc.co.uk](mailto:info@agcc.co.uk).

These terms and conditions, together with our privacy policy constitute the entire agreement between you and us in relation to your use of our website, and supersede all previous agreements in respect of your use of this website.

## Contact us

If you need any more information please contact us at [info@agcc.co.uk](mailto:info@agcc.co.uk).