



Website Privacy Policy

Key details

- Policy prepared by: Graeme Whyte
- Version Number: v1.03
- Approved by board / management on: 23/05/2018
- Policy became operational on: 23/05/2018

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

Our website collects anonymised Google Analytics data.

1. What information do we collect?

We may collect, store and use the following kinds of personal information:

- a. information about your visits to and use of this website (including your geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation).
- b. any other information that you choose to send to us in an email message initiated from our website.

Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with the terms of this privacy policy.

2. Google Analytics

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use. The information generated relating to our website may be used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at:

<http://www.google.com/privacypolicy.html>.

3. Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- a. keep the website secure and prevent fraud;
- b. provide anonymised website usage statistics.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the terms you grant to us.

We will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

4. Disclosures

As we do not collect any personal data directly from our website, there is no need for a disclosure policy as it might relate to data captured on our website.



J7 (MIS) Ltd

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5. Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information, once received by us.

We will store all the personal information you provide on our secure (password and firewall-protected) servers.

You acknowledge that the transmission of information over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet in an email.

6. Policy amendments

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

7. Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

- a. The supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).
- b. We may withhold such personal information to the extent permitted by law.

8. Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

9. Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

10. Contact

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email via the 'Contact Us' page or by post to:

Data Protection Officer
J7 (MIS) Ltd
4 Farnell Way
Dunfermline
Fife
KY12 0SR
or via email to info@j7mis.co.uk;
or you can also talk to us on 01383 728733.

11. Data controller

The data controller responsible in respect of the information collected on this website is the company, J7 (MIS) Ltd.