# Privacy policy

## Online privacy practices

Your privacy is important to us, and we are keen to ensure that you get the most out of this Site and our services, without prejudicing that privacy.

We are fully registered under the Data Protection Act 1998 and ensure that we comply with all the protection that that Act affords you. Further information on that Act is available on the internet at

www.ico.org.uk

## Use of personal information

In some areas of this Site you are given the opportunity to submit information about yourself to us (including, by way of example only, your name and your contact details) that will enable us to provide you with further information about us and/or our services.

The information which you provide to us will be retained and used by us only for the purposes for which you have provided it to us, whether to provide services or information to you or otherwise, and will not be passed to any third party, other than to any contractor duly appointed by us, who requires to have access to that information for those purposes. By using this Site you are giving us permission to retain and use your personal information in this way.

### Cookies

The Stewart Watt & co. website may use "cookies" to personalise your online experience. Cookies are small data files that are placed on your computer or other mobile/handheld device as you browse our website(s). Cookies are designed to carry information relating to a particular client and a website. This means that the next time you visit the site; the server will deliver a page that is tailored to you.

The cookies that we may use do not present a threat to your privacy and they can only be used to store information that has been volunteered by you. Most web browsers automatically accept cookies as standard; however, you can modify how your browser deals with cookies within the browser settings page.

Cookies which may be used on our site are:

Google Analytics cookies

Used to distinguish users and sessions, to determine new sessions/visits.

Security cookies

Cross-site request forgery prevent.

Browser cookies

Uniquely identifies a browser

Custom cookies

Used when user accepts cookie policy.

# Security

We follow strict security procedures in the storage and disclosure of personal information in order to ensure compliance with all applicable legal requirements, including by taking all reasonable steps to prevent unauthorised access to your personal information. However, please be aware that communications over the internet are not secure unless they are encrypted, and we do not accept responsibility for any unauthorised access to or loss of personal information due to circumstances beyond our control.

### Other web sites

The Privacy Policy set out in these Terms and Conditions only covers this Site. It does not cover any other web site, including any web site to which you may find a link on this Site.

### Correction of personal information

If you become aware that any of the information which we hold about you is out of date or otherwise inaccurate, please contact us by email: <u>law@stewartwatt.co.uk</u> or by telephoning us on 0131 337 9692 and we will ensure that the details we hold are updated or otherwise corrected as soon as possible.

#### FURTHER INFORMATION

Finally, should you have an enquiry about any aspect of these Terms and Conditions, or our use of your personal information, please contact us as follows: By email: <u>law@stewartwatt.co.uk</u>

By post: Stewart Watt & Co., 202 Dalry Road, Edinburgh, EH11 2ES By telephone: 0131 337 9692 By fax: 0844 682 5529