

# Website Privacy Policy

**The policy:** This privacy policy is for this website; [www.glen-drummond.co.uk](http://www.glen-drummond.co.uk) and [www.glen-drummond.com](http://www.glen-drummond.com) and served by Glen Drummond FA LLP, trading as Glen Drummond Financial Accountants, 12 Carron Place, Kelvin Industrial Estate, East Kilbride, G75 0YL and governs the privacy of its users who choose to use it. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations).

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhere to. Additionally it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, this website and its third parties (if any) interact with you and your computer / device in order to serve it to you. Our contact information is provided if you have any questions.

## The DPA & GDPR May 2018

We and this website complies to the DPA (Data Protection Act 1998) and already complies to the GDPR (General Data Protection Regulation) which comes into affect from May 2018. We will update this policy accordingly after the completion of the UK's exit from the European Union.

## Use of Cookies

This website **does not use cookies** while visiting the website. Therefore you will not see any alerts regarding cookies on this website.

## Website Visitor Tracking

This website **does not use tracking software** to monitor its visitors to better understand how they use it. Therefore **no cookies** will be saved to your computer's hard drive in order to track and monitor your engagement and usage of the website.

## Adverts and Sponsored Links

This website does not contain sponsored links and adverts. We do provide links to useful news and information pages and these will typically be served through our partner's, who may have detailed privacy policies relating directly to the pages they serve.

Clicking on any such links will send you to the partner's website through an internet connection which may use cookies. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Downloads & Media Files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

## Contact & Communication With us

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to contact you regarding services which we provide to you by email. This is done in accordance with the regulations named in 'The policy' above.

## Email Mailing List & Marketing Messages

We **do not** operate an email mailing list program, used to inform subscribers about products, services and/or news we supply/publish.

## External Website Links & Third Parties

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites)

Shortened URL's; URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to this (example: <http://bit.ly/zyVUBo>). Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Social Media Policy & Usage

We currently do not adopt a Social Media Policy and do not have a presence there. However should we choose to in the future our policy will be as below:-

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with, or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

v.1.0 May 2018 Edited & customised by: Glen Drummond Financial Accountants