

Contract Solutions Grampian Limited

Privacy Policy



Privacy Policy

Contract Solutions Grampian Limited (CSG) (“We”) are committed to protecting and respecting your privacy.

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our website you are accepting and consenting to the practices described in this policy.

For the purpose of the General Data Protection Regulation, the Data Controller is: Contract Solutions Grampian Limited, Unit A4, Wellheads Crescent, Wellheads Industrial Estate, Dyce, Aberdeen, AB21 7GA

Information We Collect From You

We will collect and process the following data about you:

- Information you give us
This is information about you that you give us by filling in forms on our website or by corresponding with us by phone, email or otherwise. It includes information you provide when you register to use our site, search for and/or subscribe to our service and when you report a problem with our site. The information you give us may include your name, address, email address and phone number, financial information
- Information we collect about you
With regard to each of your visits to our site we will automatically collect the following information:
Technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, browser type and version, time zone setting, browser plug-in types and versions, operation system and platform;
Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), products and services you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call our customer service number
- Information we receive from other sources
This is information we receive about you if you use any of the other websites we operate or the other services we provide. We are working closely with third parties (including, for example, business partners, sub-contractors, analytics providers, search information providers). We will process data we receive from other sources in accordance with this policy
- Cookies
Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site

Uses Made of the Information

We use information held about you in the following ways:

- Information you give to us
We will use this information to:
Carry out our obligations arising from any contracts entered into between you and use and to provide you with the information, products and services that you request from us
Provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about

Uses Made of the Information Contd.

Provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (email) with information about goods and services similar to those which were the subject of a previous sale or negotiations of a sale to you

Notify you about changes to our service

Ensure that content from our site is presented in the most effective manner for you and for your computer

- Information we collect about you

We will use this information to:

Administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes

Improve our site to ensure that content is presented in the most effective manner for you and for your computer

Allow you to participate in interactive features of our service, when you choose to do so; as part of our efforts to keep our site safe and secure

Measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you

Make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them

- Information we receive from other sources

We will combine this information with information you give to use and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive)

Disclosure of Your Information

You agree that we have the right to share your personal information with:

- Any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries
- Selected third parties including: business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you
- Analytics and search engine providers that assist us in the improvement and optimisation of our site
- Credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you

We will disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets
- If Contract Solutions Grampian Limited are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of Contract Solutions Grampian Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction

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Where We Store Your Personal Data

All information you provide to us is stored on our secure servers or those servers of select third parties.

The transformation of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your Rights

Under the Acts, you have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erase
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

You can find out more information about your rights on the Information Commission's Office (ICO) website. The ICO are the Supervising Authority for Data Protection in the UK and you have the right to complain to them should you wish to do so.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at info@csg-limited.co.uk

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to Information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Acts.

Data Retention

We will only retain your information for as long as is necessary. We do this by taking into account various factors including but not limited to; the purpose for which we have your information, whether we have a legal obligation to continue to process this and the guidelines as stated in our Retention Policy.

Changes to Our Privacy Policy

We will notify you of any changes we make to our Privacy Policy.

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Contact

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to:

Contract Solutions Grampian Limited
Unit A4
Wellheads Crescent
Wellheads Industrial Estate
Dyce
Aberdeen
AB21 7GA
info@csg-limited.co.uk

Signature: 

Name: Calum Johnston

Position: Commercial Director