

17<sup>th</sup> May 2018

# **MALT WHISKY AGENCY PRIVACY POLICY**

## **WHO IS BEHIND THE MALT WHISKY AGENCY**

The Malt Whisky Agency is a registered company, with address at 17, Imex Business Centre, Craigmyle Rd, Stirling FK7 7WU. You can find more information about us on our website – [www.maltwhiskyagency.co.uk](http://www.maltwhiskyagency.co.uk)

## **COLLECTING AND PROCESSING DATA**

In order to effectively do business with our customers, we will request personal information: name, mailing address, telephone number, email address, billing address, payment information.

Data is processed digitally at The Malt Whisky Agency and is gathered via secure software platforms that are established within our business, and acts as a main service provider. These include third party vendors and hosting partners to provide the necessary hardware, software, networking, storage and related technology required to operate The Malt Whisky Agency. Although The Malt Whisky Agency owns the databases, and all rights to the The Malt Whisky Agency application, you retain all rights to your personal data.

## **LEGAL BASIS FOR PROCESSING DATA**

We actively request consent and permission from our users via pop ups and registration processes on the service provided by The Malt Whisky Agency. Consent to utilise cookies and personal information is included on our website.

## **WHAT DO WE DO WITH YOUR PERSONAL INFORMATION**

Not all aspects of The Malt Whisky Agency service require details however certain sections of our sites/facilities may not be available if you choose not to share essential information with us. When you shop with us, we will ask you to submit – and will collect – personal information from you, including: your name, email address, billing address, delivery address, telephone number, product selections, credit card and other payment information. We, and our third-party providers, may collect information about your internet connection, browser type, IP address, domain type, web page visits and any search terms you entered on the website (User Information). We use this information to help us make improvements to our website and online services.

Any personal information you provide to us (or which is available on public registers) and any User Information from which we identify you is held in accordance with the registration we have with the Information Commissioner's Office. We use your information for the following purposes only:

17<sup>th</sup> May 2018

- To process your order
- For statistical purposes to improve our service offering
- To provide you with relevant content and advertisements
- To administer this website

Your personal information is not shared with or sold to other organisations for commercial purposes, except to provide products or services specifically requested. Personal Information may be disclosed to software providers within The Malt Whisky Agency who will help process your order. Any business relations with The Malt Whisky Agency requires all such relations to treat your personal information as confidential and to comply with all applicable UK Data Protection and consumer legislation in place at any given time.

We may disclose your personal information and/or User Information if we are asked to do so by the police or any other regulatory or Government authority investigating suspected illegal activities.

We may disclose your personal information and/or user information if The Malt Whisky Agency is acquired by or merged with another company. In this event, The Malt Whisky Agency will notify you before information is transferred and becomes subject to different policy.

Collected data will be retained indefinitely unless otherwise requested.

## **USERS RIGHTS AND ACCESS**

If you would like to receive access to view or edit the personal data concerning yourself, please email [info@maltwhiskyagency.com](mailto:info@maltwhiskyagency.com) for further information.

To request to be removed from The Malt Whisky Agency records, please email [info@maltwhiskyagency.com](mailto:info@maltwhiskyagency.com) for further information.

## **INTERNAL RESPONSIBILITIES FOR DATA PROTECTION**

The Malt Whisky Agency has appointed an overall Data Protection Office who is responsible for:

- Acting as a key point of contact for data protection queries and the reporting of breaches for all Data Owners, employees, customers and Data Subjects
- Monitoring and ensuring the compliance with this Policy across the whole of The Malt Whisky Agency and dealing with any disputes which may arise concerning data protection issues
- Conducting reviews of internal procedures to ensure that they continue to provide adequate protection of Customer Data and Confidential Information
- Liaising with Data Owners to deliver training, improve security awareness and communicate information relating to this Policy to employees
- Updating this Policy to reflect any changes in data protection laws
- Registering with government agencies

17<sup>th</sup> May 2018

## **COOKIES**

A cookie is a small amount of data, which often includes an anonymous unique identifier, that is sent to your browser from a web site's computers and stored on your computer's hard drive. Cookies are required to use the The Malt Whisky Agency service. We use cookies to record current session information, but do not use permanent cookies.

## **CHANGES TO THIS NOTICE**

We may change this Privacy Notice from time to time. If we make any changes, we will notify you by revising the "Last Updated" date at the top of this Privacy Notice and, in some cases, we may provide you with additional notice. If there are material changes to this Privacy Notice, we will notify you more directly by email or means of a notice on the home page prior to the change becoming effective. We encourage you to review our Privacy Notice whenever you access the The Malt Whisky Agency Services to stay informed about our information and the ways you can help protect your privacy. If you disagree with any changes to this Privacy Notice and do not wish your information to be subject to the revised Privacy Notice, you will need to deactivate with us and stop using the The Malt Whisky Agency services. Your use of any of the The Malt Whisky Agency services after the posting of such changes shall constitute your consent to such changes.