

## Privacy Notice: Website Visitors

### Summary

This privacy notice sets out what information we process when you visit this website.

- We respect your personal data and take its security very seriously.
- We only hold what data we need for the purpose for which we obtained it.
- We delete your data when it has reached the end of its retention period.
- You have privacy rights.
- We are happy to answer your questions. Our contact details can be found at the end of this notice.

### What data we hold

We generate log files from various servers. This will include an IP address assigned to you or to your internet service provider.

Our website does not use cookies or other similar technologies.

OR We use the following cookies:

XXX

### How we use your personal data

References to the legal basis for processing of your personal data (e.g. "(Basis: Art. 6(f).)") are a reference to the article of the General Data Protection Regulation. Each piece of personal data that we process must have a legal basis.

### Technical data

We use the logs from our servers to help with our company's security as well as to look at visitor behaviour (e.g. which website pages get the most traffic or are the most popular).

(Basis: Art. 6(c): we have a legal obligation to protect the data of our clients and our staff. Art. 6(f): strategy planning is a legitimate activity for a business.)

### Your data and the EEA

We do not transfer or process these data outside the European Economic Area.

### Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - (we are processing your personal data unlawfully

- To restrict our processing of your personal data if it is based upon legitimate interest.
- To object to our processing if our processing is based upon legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office.

#### Technical security

Our web servers store user data on encrypted storage volumes.

We do not use any cookies on our website. **OR** We use the following cookies:

#### Retention periods

Server logs: up to one year, after which they are deleted automatically.

Contact us:

We have offices in Penzance and Truro.

Penzance Depot	Carland Depot
Ludgvan Lease	Trewaters
Crowlas	Trispen
Penzance	Truro
TR20 8AA	TR4 9BE