

We take your trust and confidence in us seriously. The following is detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

When someone visits www.dundeemoc.co.uk or www.aberdeenmoc.co.uk we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

When you apply for a space at an event with us, all the details that you provide will be stored securely in our system, as will any additional information you have given us to allow us to provide you with the service. We will never pass any of this application information on to other events organisers or organisations.

If you sign up to our mailing list we collect personal information that you enter on the sign up form. We use that information for a couple of reasons: to tell you about stuff you've asked us to tell you about; to contact you if we need to obtain or provide additional information; to check our records are right and to check every now and then that you're happy and satisfied. We don't rent or trade email lists with other organisations and businesses.

We use a third-party provider, MailChimp, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see [MailChimp's privacy notice](#). You can unsubscribe to general mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing our data protection officer Iona Hampson.

Information Sharing and Disclosure

Information about our customers is important to our business. We share your personal information for very limited reasons and in limited circumstances, as follows:

Service providers.

We engage certain trusted third parties to perform functions and provide services, such as delivery companies. We will share your personal information with these third parties, but only to the extent necessary to perform these services.

Business transfers.

If we sell or merge the business, we may disclose your information as part of that transaction, only to the extent permitted by law.

Compliance with laws.

We may collect, use, retain, and share your information if we have a good faith belief that it is reasonably necessary to:

- (a) respond to legal process or to government requests;
- (b) enforce my agreements, terms and policies;
- (c) prevent, investigate, and address fraud and other illegal activity, security, or technical issues; or
- (d) protect the rights, property, and safety of our customers, or others.

Data Retention

We retain your personal information only for as long as necessary to provide you with services and as described in this Privacy Policy. However, we may also be required to retain this information to comply with our legal and regulatory obligations, to resolve disputes, and to enforce our agreements. We generally keep your data for the following time period: 4 years.

Transfers of Personal Information Outside the EU

We may store and process your information through third-party hosting services in the US and other jurisdictions. As a result, we may transfer your personal information to a jurisdiction with different data protection and government surveillance laws than your jurisdiction. If we have to transfer information about you outside of the EU, we rely on Privacy Shield as the legal basis for the transfer, as Google Cloud is Privacy Shield certified.

Your Rights

If you reside in certain territories, including the EU, you have a number of rights in relation to your personal information. While some of these rights apply generally, certain rights apply only in certain limited cases. We describe these rights below:

Access.

You may have the right to access and receive a copy of the personal information we hold about you by contacting me using the contact information below.

Change, restrict, delete.

You may also have rights to change, restrict our use of, or delete your personal information. Absent exceptional circumstances (like where we are required to store data for legal reasons) we will generally delete your personal information upon request.

Object.

You can object to

- (i) our processing of some of your information based on our legitimate interests and
 - (ii) receiving marketing messages from us after providing your express consent to receive them.
- In such cases, we will delete your personal information unless we have compelling and legitimate grounds to continue using that information or if it is needed for legal reasons.

Complain.

If you reside in the EU and wish to raise a concern about our use of your information (and without prejudice to any other rights you may have), you have the right to do so with your local data protection authority.

How to Contact Us

For purposes of EU data protection law Iona Hampson is the data controller of your personal information. If you have any questions or concerns, you may contact Iona at iona@aberdeenmoc.co.uk.