



## **Introduction**

This Privacy Notice explains the types of personal data we may collect, how we'll handle it, store it and keep it safe. This notice also tells you about your rights in relation to your personal data. We hope the following sections will answer any questions you have but if not, please do get in touch with us.

It's likely that we'll need to update this Privacy Notice from time to time. We'll notify you of any significant changes, but you're welcome to come back and check it whenever you wish.

## **Who we are?**

The Scottish Salmon Company is headquartered in Edinburgh, Scotland. We have premises throughout Scotland and can be contacted in the following ways:

Post: Excel House, 30 Semple Street, Edinburgh, EH3 8BL  
Phone: 0131 718 8500  
Email: [info@scottishsalmon.com](mailto:info@scottishsalmon.com)

## **What personal data do we process?**

We will collect, store and use information about:

- our own employees
- our non-executive directors
- prospective employees
- the employees of potential customers and customers
- the employees of our suppliers; and
- Names, emails and phone numbers of members of the public taking part in virtual public consultations due to the impact of Covid-19.
  - SSC is using an optional online form to collect information from members of the public who voluntarily express their opinions on proposed new site development via the optional form on the website.

A separate notice is made available to our employees, prospective employees and non-executive directors.

## **Why do we process this personal data?**

We use the contact details of individual employees to contact them about the work we are doing for them or the work they are doing for us.

We have a legitimate interest to process this information to operate our business. This data will generally be corporate contact details and we will use these contact details to send information about other products and services from time to time, however, our contacts will always have the option of telling us not to contact them in this way. If you do not wish to receive this information, please let us know - using the contact details above.

The data collected for the virtual public consultation will be securely stored on our website. This is password protected and can only be accessed by our Website Administrators or restricted SSC Users. This data will only be stored with the permission of the member of the public who contacts us.



### **Who we share your personal data with?**

We will only share your personal data as is necessary to provide you with the services that you receive from us or which you provide to us.

This will only be with third parties that we trust and where appropriate arrangements are in place.

The data collected for the virtual public consultation will not be shared. We are collecting this data only to facilitate further discussions about our plans or to allow us to provide additional information. This data will only be stored at the express permission of the member of the public.

We will analyse the location of these contacts and may be share this with local councils as part of our ongoing discussions in the determination process, however, no personal data will be shared.

### **Data retention**

We will hold your contact details for as long as we are providing your organisation with services or you are providing us with services. If we no longer have this relationship with you, we will delete your data after one year.

With regards to the data collected for the virtual public consultation, individuals can ask to have this data deleted at any time. In addition, we will only hold this data until the planning procedure is complete, for a maximum of one year or until an individual asks for their data to be deleted.

### **Cookies**

The internet pages of [www.scottishsalmon.com](http://www.scottishsalmon.com) use cookies. Cookies are small text files that are sent by web servers and stored on visitor's computers so they can be read back later. This is a convenient way of allowing a computer to remember specific information relating to a web site and provide a better user experience.

The cookies we use on this site are 'analytical' cookies, created by Google Analytics, to track information on your visit. These cookies are unobtrusive and allow both the web site to function and for us to obtain information about the usage of our site, viewing data such as the number of visits, duration of each visit and path taken by the user around the site. This not only allows us to provide an excellent experience but also improves the way our web site works by, for example, making sure users can easily find what they are looking for.

### **Your Rights**

You have rights in relation to your personal data and can make a request to SSC. As a data subject, you have several rights in relation to your personal data. These are listed in brief below and are set out in more detail in SSC's Data Protection Policy/Data Subject Rights Policies. A fee will not generally be charged for exercising any of these rights unless your requests are manifestly excessive.

- The right to access information about the personal data SSC is processing and to obtain a copy of it.
- The right to require SSC to change incorrect or incomplete data.
- The right to require SSC to erase or stop processing your data; and
- The right to object to the processing of your data where SSC is relying on its legitimate interests as the legal ground for processing.



**The Scottish  
Salmon Company**

**SSC Website Data Privacy Policy  
Sept 2020**

If you would like to exercise any of these rights, or if you have any concerns about how your personal data is being processed, please contact us on the contact details above.

If you still believe that SSC has not complied with your rights, you can complain to the Information Commissioner. Contact details are available at [www.ico.org.uk](http://www.ico.org.uk)

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[www.scottishsalmon.com](http://www.scottishsalmon.com)

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**Registered Number**  
SC107275