

# PRIVACY NOTICE

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SCP is committed to maintaining the trust and confidence of visitors to our website. We want you to browse our website in the knowledge that we do not sell, share or rent personal information with other companies.

We are committed to protecting and respecting your privacy and security. Whenever you provide us with your personal information, we will treat that information in accordance with this policy, our terms and conditions, and current Data Protection legislation. By using this website and any services we offer you are agreeing to be bound by this policy.

## Website Users

Visitors can browse all pages on our website without disclosing any personal data. However, if you choose to contact us, or opt-in to our newsletter through our website, we will collect the personally identifiable information that you supply and use this only for the purposes of supplying you with newsletters or service updates, and for communications about projects that you are involved with.

Any personally identifiable information collected in this way (such as name, address, e-mail address and telephone number) will be processed in accordance with the General Data Protection Regulations (GDPR).

Our website ([www.scptransport.co.uk](http://www.scptransport.co.uk)) uses cookies to collect some basic information from visitors to the site. Cookies are small data files which are placed on your computer, smartphone or tablet as you browse this website and are then sent back to the originating website on each subsequent visit. Cookies are useful because they allow a website to recognise a user's device and improve any subsequent visits to our site.

We use cookies to collect information about pages viewed and the visitor journey around our site. By using our website, you agree that we can place these types of cookies on your device. We do not use cookies to collect or record information on your name, address or other contact details.

If you want to disable cookies you need to change your website browser settings to reject cookies. How you can do this will depend on the browser you use.

## Newsletter Subscribers

We use Mailchimp to deliver our newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us improve our newsletter and monitor unsubscribe requests. We do not collect, or have access to, any personally identifiable information from viewers of our newsletter. For further information, please see [Mailchimp's privacy notice](#).

You can unsubscribe from our newsletter at any time by clicking the "unsubscribe" link at the bottom of the delivery email or by emailing [info@scptransport.co.uk](mailto:info@scptransport.co.uk).

## Job Vacancies

If you contact us through our website, by e-mail or by telephone to enquire about one of our current vacancies, or to provide your CV, personally identifiable information will be collected in order to respond to you. This information will be processed in accordance with GDPR.

## How Long Do We Keep Your Data For?

SCP will not retain your personal information longer than necessary. We will hold onto the information you provide either while your account is in existence, or as needed to be able to provide the requested services to you.

If legally required, or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period, even after you have closed your account, or it is no longer needed to provide the requested services to you.

### **Links to Other Websites**

This privacy notice does not cover the links within this site linking to other websites. Those sites are not governed by this privacy notice, and if you have questions about how a site uses your information, you will need to check that site's privacy notice.

### **Access to Your Personal Information**

You are entitled to view, amend, or delete the personal information that we hold. Please E-mail your request to [info@scptransport.co.uk](mailto:info@scptransport.co.uk) to obtain the information that we hold about you. We will respond within one month.

### **Security of Personal Information**

The security of your Personal Information is important to us. We take what we believe to be reasonable precautions to protect the Personal Information submitted to us, both during transmission and once we receive it. As no method of transmission over the Internet, or method of electronic storage, is 100% secure, however, we cannot guarantee its absolute security. We will use what we believe to be reasonable security measures to protect your Personal Information against unauthorised access. We recommend caution whenever sending Personal Information to us via e-mail. E-mail is generally not a secure means of transferring information. We therefore cannot guarantee that this information will not be lost or used in a fraudulent manner.

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