

# **BGC HOLDINGS LTD**

## **PRIVACY POLICY**

This document sets out the Privacy Policy for BGC Holdings Ltd, and all subsidiaries and associated companies (hereinafter referred to as the 'Company').

The Company is registered in England with its registered office at Waterloo Street, Bolton, BL1 2SP and a website [www.boltongate.co.uk](http://www.boltongate.co.uk)

The Company is committed to protecting your privacy. We will only use the information that we collect about you lawfully in accordance with the Data Protection Act 1998, the General Data Protection Regulation 2016 and the Privacy of Electronic Communication Regulations 2003.

### **Lawfulness, Fairness and Transparency of Information Collected**

We collect information from details you supply to us through the interactive section on the website and from email messages you may send to us.

### **Use of Personal Information**

We collect information about you to process any email enquiries. We will give you the chance to refuse any marketing email from us by replying to an unsubscribe button.

We collect the following information:

- Where you make an enquiry or send us an email message, we will collect your name, company and contact details, including telephone and email address.
- We also collect information automatically about your visit to our site. The information obtained in this way, which includes demographic data and browsing patterns, is only used in aggregate form, and as such cannot be used to identify you personally. Such aggregate information helps us to audit usage of our website and improve the service provided. Information collected via our website will be held for one year before it is deleted.
- We use software tools to analyse traffic to this web site. We collect only aggregate data, which cannot be used to identify you and does not create individual profiles for visitors.

We will never collect additional information about you without informing you of this beforehand.

We do not collect any sensitive personal data as defined by the General Data Protection Regulation or Data Protection Act.

The data we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly. If you do not wish to receive information on an on-going basis about our services or activities, please email [info@boltongate.co.uk](mailto:info@boltongate.co.uk) with the subject heading: 'Unsubscribe'.

### **Data Storage and Security**

The personal information that we hold will be held securely to maintain its confidentiality, integrity and availability in accordance with our internal security policy and the law. We only store data within the European Economic Area (EEA).

We will not share your information with any third party, either in the EEA or outside this area. We shall only disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

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If you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us at [Julie.Cambray@boltongate.co.uk](mailto:Julie.Cambray@boltongate.co.uk) . We will not sell, distribute or lease your personal information to third parties unless we have your express permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998 and the General Data Protection Regulation 2016. If you would like a copy of the information held on you, please write to the Data Compliance Officer at the Company.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

### **Cookies**

Cookies are small text files that are placed on your computer by websites that You visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

On our Website we use Google Analytics which uses cookies to give us information about how our Website is used. We use the information to compile reports and to help us improve the Website. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org).

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

### **Your Rights and Requests for Information**

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

If you would like further information on your rights or wish to exercise them, please write to us at BGC Holdings Limited, Waterloo Street, Bolton, BL1 2SP, alternatively email us at [jc@boltongate.co.uk](mailto:jc@boltongate.co.uk) You will be asked to provide the following:

- The personal information you want to access.
- Where it is likely to be held.
- The date range of the information you wish to access.

We will also need you to provide information that will help us confirm your identity. If we hold personal information about you, we will give you a copy of the information in an understandable format together with an explanation of why we hold and use it.

Once we have all the information necessary to respond to your request we'll provide your information to you within one month. This timeframe may be extended by up to two months if your request is particularly complex.

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### **Questions about our Privacy Policy**

If you have any questions or comments about your privacy and this policy, you should contact us at BGC Holdings Limited, Waterloo Street, Bolton, BL1 2SP. You also have the right to contact the Information Commissioner's Office (ICO) if you have any questions about Data Protection. You can contact their help line 0303 123 113 or at [www.ico.org.uk](http://www.ico.org.uk)