

## WEBSITE COOKIES PRIVACY POLICY

**Policy Statement:** This website cookies privacy policy describes how the McSence Group protects and makes use of the information you give the company when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy. We gather and use certain information about individuals to provide products and services and to enable some functions on this website. We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

**The Data We Gather:** We may collect the following:

- Demographical info such as IP address and country of residence
- Website usage data
- Contact information such as email address and phone number (only if you contact us)
- Name and job title (only if you contact us)
- Other information relevant to client enquiries
- Other information relevant to surveys that may be on the website from time to time.

**How We Use This Data:** Collecting this data helps us understand the numbers of people visiting our website and assists in making improvements to the services we provide. More specifically, we may use the data:

- For our own records
- To improve the services that we provide
- To contact you in response to a query
- To improve the website
- To send you promotional emails of services that we think may be relevant to you.
- To contact you via email, telephone, or mail for market research

**What Are Cookies?** An Internet cookie is a small packet of information (piece of computer code) sent by a web host to your computer when you visit that host's website. A cookie is the term given to describe a type of message that is given to a Web browser by a Web server. It is then sent back to the web host—automatically and behind the scenes—to the web host each time you go to that website.

Cookies are used by websites for a lot of practical reasons, none of which are meant to be harmful for you. In fact, they are designed to make your online experience go smooth and easy. You could say its primary duty is to identify you as a regular website visitor or customer, present to you customized Web pages (based on what information the cookie has about you) and make it quick and easy to log in to a site.

**How We Use Them:** We may use cookies to:

- 📊 Analyse our web traffic using analytics application.
- 📊 To recognise when you return to our site.
- 📊 Test content on our website i.e., some users may see one piece of content, while others may see different information.
- 📊 Store information about your preferences

You can use your web browser's cookie settings to determine how all websites that you visit use cookies. If you do not want us to use cookies, you must change your web browser settings to refuse them. Each web browser is different and a quick internet search of "how to disable cookies on <enter your web browser>" will show various guides on how to do this.

We do not lease or sell your information to 3<sup>rd</sup> parties unless the law requires us to do so. Any information we hold about you is stored under our data protection policy, in line with the Data Protection Act of 1998.

**Links from Our Site:** Our website may contain links to other websites. We have no control over any site outside the McSence domain. If you provide information to a website that we link to, we are not responsible for that information's privacy or security.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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**Policy Amendments & Revisions:** *This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*