



PRIVACY NOTICE

Introduction

This Privacy Notice explains the types of personal data we may collect, how we 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 whenever you wish.

Who we are

Scottish Sea Farms Ltd. (SSF) is headquartered at Laurel House, Laurelhill Business Park, Stirling, FK7 9JQ and we can be contacted in the following ways:

Post: at the above address

Phone: 01786 445521

E-mail: reporting@scottishseafarms.com

What personal data do we process?

We will collect, store and use information about:

- Our own employees;
- Prospective employees;
- The employees of potential customers and customers; and
- The employees of our suppliers.

A separate notice is made available to our employees and prospective employees.

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 in order to keep doing business.

Who we share your personal data with

We will only share your personal data as is necessary to provide you with the service 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.

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.

Your rights

You have rights in relation to your personal data and can make a request to SSF. As a data subject, you have a number of rights in relation to your personal data. These are listed in brief below and are set out in more detail in SSF's Data Protection Policy.

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

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 via the methods outlined.

If you believe that SSF have not complied with your rights, you can complain to the Information Commissioner. Contact details are available at www.ico.org.uk