



## Privacy Policy

### **1.1 Definitions**

“our website” means [www.jcegroup.com](http://www.jcegroup.com)

“we”, “us”, “our” or “JCE Group” means JCE Group (UK) Limited whose registered office is Blackburn Business Park, Aberdeen, AB21 0PS, registered in Scotland with the registration number SC95517 or JCE (Europe) Limited, registered at the same address (SC111985).

“you” means a user of our site

### **1.2 Purpose**

JCE Group is committed to ensuring our website is absolutely secure for you to use and we take great care to protect your information.

This privacy policy is for our website and governs the privacy of users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

This website complies with all Scottish national laws and requirements for user privacy.

### **1.3 Use of Cookies**

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer’s hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy for further information <http://www.google.com/policies/privacy/>.

### **1.4 Contact and Communication**

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. This website and its owners will only use personal data submitted to provide you with further information about the products / services they offer or to assist you in answering any questions or queries you may have submitted. Your personal data is not passed on to third parties, it is kept private and stored securely until a time it is no longer required or has no use, as detailed in the General Data Protection Regulation (GDPR) 2018.

Every effort has been made to ensure a safe and secure form to email submission process but users are advised that they use form to email processes at their own risk.

### **1.5 Email Newsletter**

This website operates an email newsletter program, used to inform subscribers about products and services supplied by this website. Users can subscribe through an online automated opt-in process, but do so at their own discretion after giving their consent.

Subscriptions are taken in compliance with UK Spam Laws detailed in The Privacy and Electronic Communications (EC Directive) Regulations 2003. All personal details relating to subscriptions are

held securely and in accordance with the General Data Protection Regulation (GDPR) 2018. No personal details are passed on to third parties nor shared with companies / people outside of the company that operates this website. Under the General Data Protection Regulation (GDPR) 2018 you may request a copy of personal information held about you by this website's email newsletter program. If you would like a copy of the information held on you please write to the business address at the top of this policy.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.

In compliance with UK Spam Laws and The Privacy and Electronic Communications (EC Directive) Regulations 2003 subscribers are given the opportunity to unsubscribe at any time. This process is detailed at the footer of each email campaign. If users have any issues unsubscribing from the email newsletter, they should reply to the sender's email address stating the problem. JCE Group will ensure this matter is resolved without undue delay.

### **1.6 External Links**

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website.

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links.

### **1.7 Social Media Platforms**

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

### **1.8 Shortened Links in Social Media**

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls (for example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

### **1.9 Resources & Further Information**

- [General Data Protection Regulation \(GDPR\) 2018](#)
- [Privacy and Electronic Communications Regulations 2003](#)
- [Twitter Privacy Policy](#)
- [Facebook Privacy Policy](#)
- [Google Privacy Policy](#)
- [LinkedIn Privacy Policy](#)
- [MailChimp Privacy Policy](#)
- [YouTube Privacy Policy](#)