

## Privacy Policy

Multi-Business Media, Third Floor, 43 Charlotte Square, Edinburgh, EH2 4HQ ("MB Media" or "we") is the controller of your personal data. We respect your privacy and are committed to protecting it.

This Privacy Policy will inform you of how we manage and protect data and of the choices you can make about the way your personal information is collected by us. It explains how we comply with the GDPR (General Data Protection Regulation), the DPA (Data Protection Act) and the PECR (Privacy and Electronic Communications Regulations). We recognise that when you choose to provide us with information about yourself, you trust us to act in a responsible manner.

This policy will explain areas of this website that may affect your privacy and personal details, how we process, collect, manage and store those details and how your rights under the GDPR, DPA & PECR are adhered to. Additionally, it will explain the use of cookies or software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how we, interact with you and your computer / device in order to serve it to you.

## Use of Cookies

This website uses cookies to provide a better user experience whilst visiting this website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of saving of cookies on their computer / device.

## What are Cookies?

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive, they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

## Website Visitor Tracking

This website uses tracking software to monitor its visitors to better understand how they use it. 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.

## Adverts and Sponsored Links

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve. Clicking on any such adverts will send you to the advertisers' website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they

click on sponsored external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

### **Downloads and Media Files**

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

### **Contact and Communication with us**

Users contacting MB Media through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products / services information through a mailing list system. This is done in accordance with the regulations named in 'The Policy' above.

### **Email Mailing List and Marketing Communications**

We operate an email mailing list program, used to inform subscribers about products, services and /or news we supply / publish. Users can subscribe through an online automated process where they have given their explicit permission. Subscribers personal details are collected, processed, managed and stored in accordance with the regulations named above. Subscribers can unsubscribe at any time through an automated online service, or if not available, other means as detailed in the footer of any marketing messages (or unsubscribe from all Mailchimp lists). The type and content of marketing messages subscribers receive, and if it may contain third party content, is clearly outlined at the point of subscription.

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

### **External Website Links and Third Parties**

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites).

### **Shortened URL's**

URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to the following example: <http://goo.gl/usCE7e>. Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding.

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

### **Social Media Policy and Usage**

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms users are advised to verify authenticity of such profiles before engaging with or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

### **Changes to our Privacy Policy**

Any changes we make to this Privacy Policy in the future will be posted on this page. We will email you to notify you of these changes where we are:

- making substantial changes, or
- doing something with your personal data, which you might not expect based on what we have told you in this Privacy Policy.

Otherwise, any updates to this Privacy Policy will be notified to you by a clearly highlighted section on the homepage of our website.