

# Privacy Policy

The Leiths Group respects the privacy of its customers and clients and is committed to being transparent about meeting its data protection obligations.

## SECURITY OF YOUR PERSONAL DATA

The Leiths Group takes the security of your data seriously and has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

The personal data we hold on you may be stored electronically or in hard copy. We have put in place reasonable physical, technical, and organisational measures to safeguard the information we hold. Such measures include but are not limited to: system access restrictions and authentication, firewall and virus protection systems, and physical security systems.

## USE OF YOUR PERSONAL DATA

We may share your information with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors.

Where the company engages third parties to process data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

When you visit our head office, CCTV is in operation for security purposes.

## CHANGES TO THIS PRIVACY POLICY

This Policy was issued on 25 May 2018.

We reserve the right to update this Policy if it is deemed necessary, and we will publish the updated Policy on our website, or in any other form considered appropriate.

If you have any questions in relation to this Policy or generally how your personal data is processed by us, please contact our GDPR Officer by letter addressed to: GDPR Officer, Leiths (Scotland) Ltd, Rigifa, Cove, Aberdeen, AB12 3LR; or by email at [info@leiths-group.co.uk](mailto:info@leiths-group.co.uk).