

## MHB COOKIE POLICY

This privacy policy sets out how we use and protect any information that you give us when you use this website. The terms 'our', 'us' or 'we' refers to the owner of the website. The term 'you' refers to the user or viewer of our website. We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement. We may change this policy from time to time, and an updated version will be available on our website.

What We Collect	We may collect the following information - name and job title, contact information including email address, demographic information such as postcode, preferences and interests, other information relevant to customer surveys and/or offers
What We Do With The Information We Gather	We require this information to understand your needs and provide you with a better service, and in particular for the following reasons - internal record keeping, information to improve our products and services, we may periodically send promotional emails or other information which we think you may find interesting using the email address which you have provided, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail, we may use the information to customise the website according to your interests.
Security	We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.
How We Use Cookies	A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.
Links to Other Websites	Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question
Controlling Your Personal Information	We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. You may request details of personal information which we hold about you under the EU General Data Protection Regulations 2018 (GDPR). If you would like a copy of the information held on you please write to us. We may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.
<b>If you have any queries contact the Data Controller, MHB Consultants, 52 St Enoch Square, Glasgow, G1 4AA</b>	