

## Privacy Policy

Wilson's Country Ltd is committed to protecting your personal data and respecting your privacy.

This policy outlines how we use and process your personal data. By visiting our website and/or providing personal data to us in any format, for any purpose you are accepting and agreeing to the information in this policy.

For the purpose of data protection regulations, the data controller is:

Wilson's Country Ltd, based at 25 Carn Road, Carn Industrial Estate, Craigavon, BT63 5WG.

The type of personal data we process will depend on the purpose of the data processing, that is, why we need it and what we need to use it for. We will generally process personal data about you in the following ways:

### Information you give to us:

- This is all personal data and information about you that you give to us.
- This could be given by you through filling in forms on our website or any correspondence with us in writing, by phone, e-mail or otherwise.
- This includes any communication through social media for example Facebook, twitter and any other social media networks.
- It includes information you provide when you apply for a job and during the recruitment process; when you enter into a contract with us, place an order, supply to us, report a problem with our products, services or website, register to use our website, subscribe to our services, search for a product, take part in social media activities on our website or Facebook and twitter pages, enter a competition, promotion or survey.

### Information we collect about you:

Each time you visit our site we will automatically collect the following information:

- Technical information, used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page.

### Information we receive from other sources:

- This includes information we receive from third parties including for example our customers, suppliers, hauliers, sub-contractors, professional, technical or other service providers, search information providers, credit reference agencies, advertising networks, analytics providers and other sources in connection with the recruitment process for example, information from employment businesses, employment agencies and job references.
- This also includes information we receive about you if you use any of the other websites we operate or the other services we provide (including our pages on Facebook and twitter and any other social media services from time to time).

## Use of cookies

- A cookie is a small file which is placed onto your computer (or other electronic device) when you access our website. This helps analyse web traffic and allows web applications to respond to you as an individual, by tailoring its operation to your likes and dislikes and gathering and remembering information about your preferences.
- The information we obtain from our use of cookies will not usually contain your personal data. Although we may obtain information about your computer or other electronic device such as your browser and/or other internet log information, this will not usually identify you personally.
- In certain circumstances we may collect personal information about you—but only where you voluntarily provide it, for example, by completing an online form.
- Third parties may also set cookies on our website, for example Facebook, Twitter, YouTube and Adobe Flash player, which we may use to display video content. These third-party suppliers are responsible for the cookies they set on our site. If you want further information, please go to the website of the relevant third party. You will find additional information in the table below.

## Description of cookies

Name of cookie	Owner	Purpose for the cookie
__utma	Google Analytics	This cookie is typically written to the browser upon the first visit to this site. This cookie is used to determine unique visitors to this site and it is updated with each page view.
__utmb	Google Analytics	This cookie is used to establish and continue a user session with this site. Each time a user visits a different page on your site, this cookie is updated to expire in 30 minutes.
__utmc	Google Analytics	This cookie is set by Google for historical reasons
__utmz	Google Analytics	This cookie stores the type of referral used by the visitor to reach your site, whether via a direct method, a referring link, a website search, or a campaign.
exp_tracker	CMS	End of session. Contains the last 5 pages viewed. Typically used for form or error message returns.
exp_last_visit	CMS	Date of the user's last visit. Can be shown as a statistic for logged in members.
exp_last_activity	CMS	Records the time of the last page load. Used in conjunction with the last visit cookie.
cookies allowed	CMS	Indicates whether the user has given consent for cookies to be set.

- Most websites automatically accept cookies, but you can choose to accept or decline cookies.
- If you do not want to accept cookies, you can change your browser settings so that cookies are not accepted. If you do this, please be aware that you may not have full use of our website.
- For further information about cookies and how to disable them please go to the Information Commissioner's webpage on cookies: <https://ico.org.uk/for-the-public/online/cookies/>.

### **How we use personal data**

How we use personal data will depend on why it was obtained in the first instance and will generally include the following:

- To allow us to consider entering into a contract with you, to enter into a contract with you.
- To fulfil contractual obligations.
- To enable you to supply to us, as a supplier.
- To enable us to supply to you, as a customer.
- To respond to communication we receive from you.
- To respond to complaints about our product or services.
- To notify you of any changes to our service.
- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To administer our website and for internal operations, such as troubleshooting, data analysis, testing, research, statistical and survey purposes.
- To allow you to participate in interactive features of our service when you choose to do so.
- To make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.
- For other legitimate business interests or to fulfil a legal or statutory obligation.
- You are not obliged to provide any personal data but please be aware that if you don't, we may not be able to fulfil the activities outlined above properly or at all.

### **Who your data is shared with?**

We will share your personal information with third parties:

- If we must do so to comply with a legal obligation, or to enforce or apply any terms and conditions or other agreements; to defend the business or to protect our rights, property, and safety and/or that of our customers, suppliers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.
- If we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets.
- If this business is acquired by a third party, personal data held about customers and suppliers may be one of the transferred assets.

You agree that we may also share your personal data with selected third parties including analytics and search engine providers that assist us in the improvement and optimisation of our site.

## Data Security

- We take the security of your data seriously and we have internal procedures in place to protect your data.
- However, we cannot guarantee the security of your data and data transmitted via the internet, any website, email or social media facilities is not completely secure.
- All data transmission is at your own risk.
- The data that we collect from you will not be transferred outside the European Economic Area, unless otherwise agreed with you.
- Please note that our website may contain links to and from social media providers, advertisers and other websites, who are not governed by this privacy policy.
- Any website used for recruitment purposes other than our own website, is not under our control and therefore not governed by this privacy policy.
- If you choose to access or use other websites, social media providers and advertisers, you should review the privacy policy applicable to the website in question and ensure you are satisfied with their privacy and data security provisions before providing any personal information, as we do not accept any responsibility or liability for the information you provide, or how they use or process the information you provide.

## How long we store your data

- Personal data will only be kept for as long as is necessary and in accordance with our personal data retention periods. Further information is available from the H.R. Manager.

## Your rights

- Under data protection regulations, you have the right to access information held about you and to request that information be deleted or corrected (as appropriate).
- Should you wish to exercise these rights or have any questions or concerns regarding this privacy policy or the processing of your personal data, please contact the H.R. Manager, in writing, at the address supplied above.
- The Information Commissioner's Office enforces data protection regulations and deals with associated complaints about collection and use of your information - for more information please visit [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

## Changes to our privacy policy

- This policy will be reviewed from time to time and may be amended as necessary, so please check again for any future updates or changes which will be displayed in this page.