

### **Privacy & Data Protection Policy**

OS Capture, a private company registered in Scotland with number SC 336819 and whose registered office is Herbert House, 30 Herbert Street, Glasgow G20 6NB is committed to ensuring that your privacy is protected. This Privacy & Data Protection Policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy.

#### The information we collect and how we use it

When you input your email to learn more about OS Capture we will use your details to respond to any query from you. We gather this information to allow us to respond. The relevant information is then used by us to communicate with you on any matter relating to your enquiry.

We may also use aggregate information and statistics for the purposes of monitoring usage of our websites to help us develop each website and our services and may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

# Our use of cookies and other information gathering technologies

Our websites use cookies. These cookies do not contain personal information about you but if you would like to disable the cookie function please adjust your browser accordingly. This may cause the system to provide less than a fully integrated service and some features may be disabled. For further information about our use of cookies, please contact us using the contact details set out below.

# Sale of business

If this business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

# Reviewing or updating your details

If you would like to review or change the details you have supplied to us, please let us know by contacting us using the contact details set out below.

### Your consent

By submitting or permitting the submission of your information you consent to the use of that information as set out in this Policy. If we change our Privacy & Data Protection Policy we will post the changes on our websites, so that you may be aware of the information we collect and how we always use it. Continued use of our service will signify that you agree to any such changes.

### How to contact us

We welcome your views about our websites and our Privacy & Data Protection Policy. If you would like to contact us with any queries or comments please do so:

Email: hello@OSCapture.com