



PRIVACY POLICY

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For more information on the status of this policy, please contact:

Self Select Distribution LTD	IT Department
Approved By	Andy Barker
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Contributors	Scott Callan
Audience	All management & employees

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1. WHAT TYPES OF PERSONAL INFORMATION DO WE COLLECT ABOUT YOU?

We classify information we collect from our website as information we directly collect, and information collected from external tools.

1.1. COLLECTED BY SELF SELECT DISTRIBUTION LTD (SSD)

- IP Address
- Contact Form Information

1.2. COLLECTED BY EXTERNAL TOOLS

- Google Analytics (Functional Cookies)

2. HOW DO WE USE YOUR PERSONAL INFORMATION?

2.1. COLLECTED BY SELF SELECT DISTRIBUTION LTD (SSD)

2.1.1. IP ADDRESS

Web servers log every IP address that visits it. This is stored on a log that rotates monthly, meaning that it is overwritten. We do not use this information for anything other than security, should a security concern arise. We do this in compliance with the General Data Protection Regulation (GDPR) under Article 5, Recital 49. Please [click here](#) see the GDPR documentation.

2.1.2. CONTACT FORM INFORMATION

We have a contact form that you can use to get a message to us. We do not use this information for anything other than the reason you are contacting us. The contact form sends an email to us and this email is stored in our client. We use Outlook by default, but

have some cases where Mail is used on Macintosh computers. Outlook email files can be large and are occasionally archived. For more information on our data retention periods, please contact us using our contact details at the bottom of this policy to see our data retention policy.

2.2. COLLECTED BY EXTERNAL TOOLS

By external tools, we mean tools that SSD utilise such as website plugins, analytical tools, performance tools.

2.2.1. GOOGLE ANALYTICS (FUNCTIONAL COOKIES)

[Google Analytics](#) is a tracking and reporting tool provided by Google, Inc. We use this to monitor the performance of the website. To do this, we look at whether a user entered the website from a search engine or a website. We also look at what page a user has landed on and what page a user leaves our website. We do not see any identifiable information from Google Analytics. Learn more from their [Terms of Service](#) and [Privacy Policy](#). Google provide an [opt-out tool](#). By using our website you are agreeing to our cookie policy. You are notified by this when visiting our website for the first time.

3. WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

The personal information which SSD collect as listed above is not shared with any third party.

4. TO WHOM IS MY PERSONAL INFORMATION DISCLOSED?

The personal information is only disclosed to the Data Processor, SSD.

5. HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

All personal information is stored on a secure server. As mentioned above, the only personal information we hold on our server that is collected from your visit to our website is your IP address. This is stored in a log file and is written over on a monthly basis. We do not access these log files unless a security situation arises.

6. YOUR RIGHTS

Under the GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of the GDPR requires that personal data shall be:

- A processed lawfully, fairly and in a transparent manner in relation to individuals;

- B collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- C adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- D accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- E kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- F processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

6.1. COMPLAINTS

You have a right to complain about how SSD handle your data as outlined in our [Complaints Policy](#).

6.1.1. COMPLAIN TO US

To do this, please write to us using this address:

Data Protection Officer

SELF SELECT DISTRIBUTION

Unit 3, Bridgebank Industrial Estate

Taylor Street

Horwich

Bolton

BL6 7PD

Alternatively, you can send an email
to: dataprotection@selfselectdistribution.co.uk

6.1.2. COMPLAIN TO ICO

If you are not satisfied with the way SSD handle your complaint, or if you would like to complain to the ICO instead, please do so by contacting:

INFORMATION COMMISSIONERS OFFICE

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Alternatively, you can visit www.ico.org.uk/concerns or call 0303 123
1113