

**This privacy notice is subject to ongoing review and change.**

**Last updated: 11 September 2022**

If you have any questions about this privacy notice, including if you wish to exercise any of your rights, please contact [info@scenengineering.com](mailto:info@scenengineering.com)

Or write to: Scene, c/o Scenengineering Ltd, 74 Hydepark St, Glasgow G3 8BW

This privacy notice sets out how Scene uses and protects personal information that you give Scene when you visit or use Scene websites and other services that refer or link to this privacy notice. This also applies to introductions in a business context and share of contact information. This privacy notice may be supplemented by additional privacy statements, terms or notices provided to you.

We are committed to preserving your privacy.

### **How we collect your personal data**

#### **We may collect your personal data in the following ways:**

- From you directly, following meetings in a business context (face to face, attendance at Scene meetings, by email, mail or telephone)
- From data that you provide online via Scene online forms (such as your name, contact details, e-mail address etc.), online surveys you reply to or requests by email.
- From your interaction with and use of online services including the Scene website, Twitter, Facebook, Instagram and LinkedIn feeds
- If you contact Scene, we may keep a record of that correspondence
- Emails you send to us will be held on the password-protected Scene system accessible to Scene staff only

#### **We may collect the following information:**

- Name and job title
- Organisation
- Contact information such as an email address, postal address or telephone number
- Demographic information such as address, postcode, preferences and interests
- Your interaction with Scene including, but not limited to, frequency and timing of visits to the Scene website.
- Financial details if payments are required (e.g., payment for goods or services)

- Details of your visits to the Scene website including, but not limited to, traffic data, location data, weblogs and other communication data

## **How we use your information**

We use your information to:

- Keep internal records
- Store your information on the Scene database
- Send you details of news that we feel may be of interest to you
- Enable us to perform and improve the services you have requested
- Respond to any queries submitted via the website, email, mail or telephone
- Ensure that content from the Scene website is presented in the most effective manner for you and for your computer
- Analyse the information we collect so that we can administer, support, improve and develop the website and our services
- Satisfy internal record keeping
- Contact you from time to time for research purposes in relation to our services, projects or work themes. We may contact you by email, phone or mail
- Provide you with information or services that you request from us or which we feel may interest you, unless you have indicated otherwise
- Notify you about changes to our service
- Create activity reports.

## **Who we share your data with**

We will not share your data with any third parties for the purposes of direct marketing.

## **Legal Grounds for Processing**

We will only collect, use and otherwise handle your personal data when we have legal grounds for doing so. The common grounds will be:

### **Legitimate Interest**

We may process your personal information for our legitimate business interests. You have the right to object to this processing. When we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. Our legitimate business interests do not automatically override your interests – we will not use your Personal Data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law)

These legitimate interests are (i) Reasonable expectation and (ii) Relevant and appropriate relationship

We have completed Legitimate Interest Assessments for::

### **Visitors to the Scene website**

#### **Analytics**

When you visit [www.scenengineering.com](http://www.scenengineering.com), we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out such things as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

If we do collect personal data through our website, we'll be upfront about this. We'll make it clear when we collect personal information and we'll explain what we intend to do with it.

#### **Cookies**

We use a cookies tool on our website.

#### **Links to Third Party Websites**

As we want your experience of the Scene website to be as informative and useful as possible, we may provide a number of links to websites operated by third parties.

Please be aware that we do not have any control over third party websites and that such third-party websites may send their own cookies to users, or otherwise collect data or solicit personal information.

We cannot be responsible for the protection and privacy of any information which you provide whilst visiting such third-party websites and so these are not governed by this privacy notice. We encourage you to review each third-party website's privacy policy/notice before browsing and interacting with the website in question.

#### **Retention of your information**

We will retain your personal data for as long as we reasonably require in light of the purpose(s) for which we are holding it and all relevant legal, commercial and operational considerations.

Personal data is stored on our servers and will remain within the UK/EEA.

#### **Disclosure of your information**

We will not share, sell or distribute any of the information you provide to us without your consent, except where disclosure is:

- Necessary to enforce our rights
- Required or permitted by law
- Your rights under data protection laws

All individuals have a number of rights under data protection laws. However, they do not apply in all circumstances.

Rights include:

- Your right of access: You have the right to ask us for copies of your personal information.
- Your right of rectification: You have the right to ask us to rectify information you think is inaccurate.
- Your right to erasure: You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing: You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing: You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.
- Your right to data portability: This only applies to data you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

You can read more about all of these rights [here](#).

At all times, you have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk/>.

If you wish to exercise any of these, please email [info@scenengineering.com](mailto:info@scenengineering.com) and we will explain at that time if they are applicable or not. We will inform you in writing following receipt of your written request and if necessary, seek additional information from you about your request, including proof of identity.

## Security

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted online or through the website. Any transmission is at your

own risk. Once we have received your information, we use strict procedures and security features to try to prevent unauthorised access.

### **Changes to our Privacy Notice**

We may amend this Privacy Notice from time to time to take account of changes to our processing and regulatory changes. We encourage you to review it from time to time. If we make any substantial changes we will notify you by posting a notice on our website.

### **Your contact details**

Please help us keep our records updated by informing Scene of any changes to your e-mail address and other contact details to [info@scenengineering.com](mailto:info@scenengineering.com) with the subject line "Change of details"

### **Queries and concerns**

If you have any queries or concerns about our processing of your personal data, please contact us at [info@scenengineering.com](mailto:info@scenengineering.com) with the subject line "Privacy Notice".