

We've recently updated our company privacy policy in line with new GDPR requirements. View our Executive statement and Privacy Policy.

Website and cookie policy

This sets out how DAM uses and protects any information that you give DAM when you use this website. DAM is committed 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.

What we collect

We may collect the following information:

- Name
- Contact information (email address, date of birth etc)
- Marketing preferences

How do we collect your data?

You provide DAM with most of the data we collect. We collect data and process data when you:

- Book an appointment via our online service
- Use or view our website via your browser's cookies
- Voluntarily provide feedback on any of our discussion forums or via email.

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. The information we collect from you on our website will only be used for the purpose stated and will only be shared with our analytics partner Google Analytics. No other third parties will receive your information. You can also contact us at any time to ask for a copy of the marketing data we hold for you and for this to be updated if necessary.

To unsubscribe from the marketing communications, you can contact us directly or unsubscribe from the bottom of our marketing emails. Once you do so, the marketing information we hold on you will be erased.

Responsibilities

Everyone who works for or with Davidson Asset Management (DAM) has some responsibility for ensuring data is collected, stored and handled appropriately.

Each team that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

- The board of directors is ultimately responsible for ensuring that Davidson Asset Management (DAM) meets its legal obligations.

The **[data protection officer], [name]**, is responsible for:

- Keeping the board updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies, in line with an agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from staff and anyone else covered by this policy.
- Dealing with requests from individuals to see the data Davidson Asset Management (DAM) holds about them (also called 'subject access requests').
- checking and approving any contracts or agreements with third parties that may handle the company's sensitive data.

The **[IT manager], [name]**, is responsible for:

- Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
- Performing regular checks and scans to ensure security hardware and software is functioning properly.
- Evaluating any third-party services the company is considering using to store or process data. For instance, cloud computing services.

The **[marketing manager], [name]**, is responsible for:

- Approving any data protection statements attached to communications such as emails and letters.
- Addressing any data protection queries from journalists or media outlets or newspapers.
- Where necessary, working with other staff to ensure marketing initiatives abide by data protection principles.

Data Use

Personal data is of no value to Davidson Asset Management (DAM) unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, employees should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be shared informally. In particular, it should never be sent by email, as this form of communication is not secure.
- Data must be encrypted before being transferred electronically. The IT manager can explain how to send data to authorised external contacts.

- Personal data should never be transferred outside of the European Economic Area.
- Employees should not save copies of personal data to their own computers. Always access and update the central copy of data.

Cookies

www.damgoodwealth.com. places cookies, which are small data files, on your computer or handheld device. This is standard practice for all websites. Cookies are essential for helping us deliver a high quality website and online experience for our users, and some collect information about browsing behaviour. When accessing the site, you will have received a pop-up to either consent or disable cookies. If you choose to disable cookies, google analytics will not pick up any information on your browsing behaviour.

What are cookies?

The website uses cookies to collect information. Cookies are small data files which are places on your computer or other mobile or hand held device (such as smart phones or tablets) as you browse this website. They are used to 'remember' when your computer or device accesses this website. The cookies are essential to the effective operation of our website and to enable us to provide you with the highest quality user service.

Information collected

Some cookies collect information about browsing behaviour by people who access this website via the same computer or device. This includes information about pages viewed and the user journey around the website. We do not, however, use cookies to collect or record any personal identifiable information ie user' name, address or other contact details.

What cookies are set?

The website itself sets a session cookie names 'PHPSESSID'. Google Analytics (a web traffic system) sets a number of cookies labelled _utma, _utmb, _utmc and _utmz.

What are the cookies used for?

The main purposes for which cookies on this website are used for are:-

For technical purposes essential to effective operation of website.

To enable use to collect information about the browsing activities of visitors, including to monitor the traffic sources, browsers & devices used to access the website as well as pages visited. We do not collect or process any information on individual users, geographic location, age or gender.

How do I disable cookies?

If you want to disable cookies you need to change your website browser settings to reject cookies. How to do this will depend on the browser you use and we provide further detail below on how to disable cookies for the most popular browsers:

For Microsoft Internet Explorer:

Choose the menu "tools" then "Internet Options"

Click on the "privacy" tab

Select the appropriate setting

For Mozilla firefox:

- Choose the menu “tools” then “options”
- Click on the icon “privacy”
- Find the menu “cookie” and select the relevant options

What happens if i disable cookies?

This depends on which cookies you disable, but in general the site may not operate properly if 1st party cookies are switched off.

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 can not 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.

How to contact us

If you have any questions about DAM’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@damgoodwealth.com

Call us at: 0141 222 2045

Or write to us at: 16 sandyford Place, Glasgow, G3 7NB

