



**ATG** group

## Privacy Policy

Welcome to ATG Services (Ireland) Limited's ("ATG") Privacy Notice.

### Privacy Protection

At ATG we take your privacy seriously and we are committed to protecting personal data. This privacy notice sets out how ATG uses and protects the personal data it collects and processes through your use of our websites.

### Purposes for collecting Personal Data

If you visit the ATG website to read or download information, we only collect and store information that is automatically recognised. For example, the date and time, the originating IP address, the domain name and the type of browser and operating system used (if provided by the browser).

### We do not collect your Personal Information

We do not ask you to register or provide any personal information on the ATG website. It is not necessary for your use of the website. The only data we will have which would be considered Personal Data would be the IP address used when you access our website.

### Your Rights

You can ask us whether we are keeping personal data about you, and you can request to receive a copy of that personal data. You can also ask us to correct any inaccuracies in your personal information or request that we delete your personal information.

We will ask you to provide proof of your identity before we respond to such requests. We reserve the right to refuse to send you, amend or delete the personal data if you are not able to provide proof of identity.

### Security

ATG intends to protect the quality and integrity of your personal data. We have appropriate security measures to prevent personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. All ATG employees and processors who have access to personal data are obliged to respect the privacy of our visitors and the confidentiality of their personal data.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use cookies to identify which pages are being used. This helps us monitor data about web page traffic and helps us provide you with a better website. We only use this information for statistical analysis purposes at an aggregate level to help us understand trends and patterns. This information is not reviewed at an individual level. If you do not want any transaction details used in this manner, you can disable your cookies.

## Third-party Links

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, we do not have any control over that other website. Therefore, we cannot 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.

## Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our Retention Policy which you can request from us by contacting us at: [info@atg-group.co.uk](mailto:info@atg-group.co.uk).

## International Transfers

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring the following safeguard is implemented:

- Where we use certain service providers, we will use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.

## Changes to the terms of this Privacy Policy

ATG will occasionally make changes to this Privacy Policy. Any changes to this Privacy Policy will be posted here.

## Privacy Support

If you have any enquiries about our privacy statement, including any requests to exercise your legal rights, please contact: [info@atg-group.co.uk](mailto:info@atg-group.co.uk)