

Privacy Policy

This privacy policy explains how Polygraph Services uses and protects any personal information we collect about you when you use our desktop website and/or our mobile website. This privacy notice applies to www.scotlandpolygraph.co.uk, <https://scotlandpolygraph.co.uk> and any other sub-domains of this site.

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What information do we collect about you?

Polygraph Services may collect data including personal data which you have chosen to voluntarily submit to us. The submission of data can be collected upon completion of an online form, contact form, via email, via telephone, a customer survey or feedback form, through one of our blogs and/or posts or through the use of any of our social media platforms.

Any information which may identify you as an individual, such as your name and email address we refer to as 'personal data' or 'personal information'. Information provided by you which is more private in nature is referred to as 'sensitive information'. Website usage information is collected using cookies.

Personal Information

Personal data or personal information which we may ask you to provide, includes the following:

- Name
- Your contact information including telephone number and email address.
- Photo Identification
- Job title
- Social media identifiers and any information submitted via any of our social media platforms
- Employment information (where applicable and relevant)
- Information submitted by you through our website including online forms, contact forms, customer survey or feedback forms, through one of our blogs and/or posts
- Information you have shared with us through our applications and any third-party platforms

Sensitive Information

Sensitive information which we may ask you to provide includes the following:

- Your gender
- Ethnic origin
- Any underlying medical conditions or health issues which may affect your eligibility to undertake a polygraph examination
- Any background information you have shared throughout your appointment with us, which is relevant to your case and for the purpose of test question formulation.

How will we use the information about you?

We collect information about you in order to understand the needs of our visitors and to personalise your repeat visits to our website. Any or all of the above Data may be required by us for the following reasons:

- Internal record keeping
- Transmission by email of promotional materials that may be of interest to you
- Compliance with The General Data Protection Regulation Law, (GDPR).
- To use or participate in interactive features and functions available on the website
- Non-personal information such as cookies are used to analyse visitor behaviours, complete statistical reports on website activity, to improve your experience of using the website and to improve our range of services.

How long will you keep the data for?

Personal information may be held for as long as necessary but only for the purposes for which it was collected and intended to be used for.

Non-personal information may be held for as long as necessary to allow for analysis of statistics, behaviours, website activity, to improve the experience of the user and brand exposure.

Polygraph Services retain a backup of data which is archived and stored securely where it is necessary to resolve criminal disputes and/or cases, training & research purposes and to comply with our terms and conditions of service. This Data is periodically reviewed to ensure the intended purpose for which it was originally collected is still justified and to comply with The General Data Protection Regulation Law, (GDPR).

Marketing

There may be times where we would like to send you information about products and services of ours which may be of interest you. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contact you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email or write to us using the details given in the 'contact us' section of this policy.

Third Party Websites & Services

From time to time, we employ the services of other parties for dealing with certain processes necessary for the operation of the Website. The providers of such services have access to certain personal Data provided by Users of this Website. Any Data used by such parties is used only to the extent required by them to perform the services that we request.

Polygraph Services will not sell, distribute or loan your personal information to any third parties unless (i) we have your consent, (ii) the third party helps to provide services and products to you, (iii) we are required to do so by law, (iv) to comply or enforce our terms and conditions of service, rights or property or the rights or property of any third party and/or (v) in connection with the sale of a business or its assets.

Other websites

Our website contains links to other websites however we have no control over such websites and are not responsible for the content of these websites. This privacy policy only applies to this website so when linking to other websites you should read their own privacy policies prior to using them.

Access to your personal information and correction

You have the right to request a copy of the personal information as detailed within this privacy policy and that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us using the details given in the 'contact us' section of this policy. We may make a small charge for this service.

We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Upon receiving a removal request (to delete your personal information from our records) we will endeavour to delete your personal information completely and in a timely manner. However, complete deletion and removal of your personal information is not always possible due to technical constraints.

Controlling your information

You may choose to restrict the use and/or collection of personal information by:

- Only completing the information, we have marked as mandatory.
- If non-mandatory information is requested by us, it's your choice as to whether you provide this.
- Indicating how you would like us to use that information, by ticking the appropriate boxes.

Security of your personal information

Polygraph Services are committed to ensuring the personal information which you provide online and we collect, is stored securely by putting in place physical, electronic and robust process measures. However, we are unable to ensure the security of your information when transmitted to our websites or other digital sites from other sources. Therefore, transmission of your personal information and any other data you may provide is done so, at your own risk.

Our website contains links to other websites however we have no control over such websites and are not responsible for the content of these websites. This privacy policy only applies to this website so when linking to other websites you should read their own privacy policies prior to using them.

Our social media platforms such as Facebook or Twitter can be accessed through links provided on this website. The terms, conditions and policies of the social networks we use should be read and understood by you and before use and before participating in our social media community, as they also apply to the profiles of Lie Detector Investigations, they host. Lie Detector Investigations disclaim any liability associated with failing to view or comply with their terms conditions and policies or for your use of such services.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information allows us to track visitor use of the website, to complete statistical reports on website activity, to improve your experience of using the website and to improve our range of services. At present Polygraph Services do not use cookies and therefore this section will not apply to you. Polygraph Services may however decide to use cookies in the future at which point this section would then become applicable.

Before cookies are placed on your computer a message bar will appear to request you consent to set those cookies. Confirming consent will enable us to provide you with a better experience and service. You may however, deny consent to the placing of cookies. You can set your browser not to accept cookies although some features or our website may not function fully or as intended, as a result. The websites listed below tell you how to remove cookies from your browser.

This website may place the following cookies on your computer:

- Strictly necessary cookies - These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- Analytical/performance cookies - They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Targeting cookies - These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

For further information visit www.aboutcookies.org or www.allaboutcookies.org

All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.

Changes to our privacy policy

We keep our privacy policy under regular review and therefore reserve the right to make changes to this privacy policy where necessary or as may be required by law. Any updates to our privacy policy will be published on this web page. This privacy policy was last updated on 12th November 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email: admin@scotlandpolygraph.co.uk
- Or write to us at: 73 Church Street, Ladybank, Fife, KY15 7ND