

# Privacy Policy (Email Marketing)

Thomas Johnstone Ltd is dedicated to protecting your personal information and respecting your privacy. This Privacy Policy applies to email communications with Thomas Johnstone Ltd. Please review this Privacy Policy periodically as we may revise it without notice.

## Contact Details

Data Protection Officer: David Haddow, Joint Managing Director, Thomas Johnstone Ltd  
Data Controller: Thomas Johnstone Ltd  
Cartside Avenue  
Inchinnan Business Park  
Renfrewshire  
PA4 9RU  
Email: [DPO@tjl.com](mailto:DPO@tjl.com)

## Users Consent

By subscribing to Thomas Johnstone Ltd Marketing mailing list, you have consented to receive General Marketing and/or Direct Marketing of Thomas Johnstone Ltd information on products and services.

Users can opt-out from Thomas Johnstone Ltd mailing list by following the instruction in the Choice Opt-Out section of this document.

## Data We Collect from You

In order to communicate with Thomas Johnstone Ltd using Email and to provide you with information about products and services that may be of interest to you.

We will record your Name, Job Title, Company Email Address, Company Name, Company Mailing Address, Company Phone Numbers including mobile and direct dial numbers, Company Website, IP Address, and Location Information, also noting the services that you may have or may provide to us, or us to you.

## Why We Need Your Personal Information

We need to know your basic personal data, in order for us to communicate with you and when providing marketing information of our products, services or information.

We only use your information for Thomas Johnstone Ltd General Marketing and Direct Marketing.

## What We Do with Your Information

When you contact Thomas Johnstone Ltd, we may keep a record of your communications to help solve any issues you may face. All the personal data will be processed by our staff in the UK. Thomas Johnstone Ltd use the Company MailChimp to store our Marketing mailing list which stores the data in the US. MailChimp have extended their processes to cover the GDPR under the compliance with the Privacy Shield.

We will ask for your separate consent before using your information for a purpose other than those set out in this Privacy Policy.

### Information That We Share

We do not share your personal information with Companies, Organisations or Individuals outside of Thomas Johnstone Ltd, unless one of the following circumstances applies:

- For external processing: We provide personal information to our affiliated service providers or other trusted businesses or persons to process it for us, based on our instructions and in compliance with our Privacy Policy.
- For Legal Reasons: In order to meet any applicable law, regulation, legal process or enforceable governmental request.
- In order to detect, prevent or otherwise address fraud, security or technical issues.

If Thomas Johnstone Ltd is involved in a merger, acquisition or asset sale, we will continue to ensure the confidentiality of any personal information, in line with this Policy.

### Information Security

We work hard to protect Thomas Johnstone Ltd and our users from unauthorised access to, or unauthorised alterations, disclosure or destruction of information that we hold.

### Information Retention

We will keep your basic personal data for a minimum of 7 Years after which time it will be destroyed.

### Choice Opt-Out

Thomas Johnstone Ltd provides Users the Opportunity to opt-out of our General Marketing and or Direct Marketing.

Thomas Johnstone Ltd gives Users two options to opt-out of our Email Marketing database:

1. Users can Opt-Out using the "Unsubscribe" Link at the bottom of our last Marketing email.
2. Users can also Opt-Out by simply emailing Data Protection Officer at [DPO@tjl.com](mailto:DPO@tjl.com) and enter "Unsubscribe" in the Subject Line of the email.

### What Are Your Rights?

If at any point you believe the information we possess on you is incorrect you may request to see this information and have it corrected or deleted. You can contact our Data Protection Officer, named above, who will investigate the matter.

Please contact our Data Protection Officer by Email at [DPO@tjl.com](mailto:DPO@tjl.com).

If you would like to submit a Data Request, please follow this Web link <http://portal.tjl.com/external/> and complete the provided form.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

Signed:

Position: Joint Managing Director



Name: David Hadow

Date: 14 March 2025

Signed:

Position: Joint Managing Director



Name: Rod Young

Date: 14 March 2025