

COOKIE AND PRIVACY POLICY

1 IMPORTANT NOTICE

- 1.1 Lantmännen Unibake UK Ltd (company number 03358553) of 3 Tanners Yard, London Road, Bagshot, Surrey, GU19 5HD (“we”, “us” or “our”) is committed to respecting your privacy and we will only process personal data you provide to us in accordance with the Data Protection Act 1998 (the “DPA”) and the Privacy and Electronic Communication Regulations 2003 and any other applicable UK privacy laws.
- 1.2 For the purposes of the DPA, where relevant we are the “data controller”.
- 1.3 Please read the following policy to understand how we may use the personal data you provide or which we collect about you when you use this website.
- 1.4 This policy may vary from time to time so please check it regularly.

2 THE PERSONAL DATA WE COLLECT

- 2.1 We may collect the following personal data about you:
 - 2.1.1 personal data you provide if you contact us using the email addresses or enquiry form provided on, or otherwise through, this website;
 - 2.1.2 personal data you submit when entering a competition on our website;
 - 2.1.3 personal data you provide us by subscribing to any of our services;
 - 2.1.4 personal data you provide when apply for a job advertised on the website or submit a speculative job application and/or your CV; and
 - 2.1.5 personal data gathered using cookies (please see below for more details about our use of cookies).

3 HOW WE USE PERSONAL DATA COLLECTED

- 3.1 We may collect, use and process the personal data you provide for the purposes outlined below as well as for any purposes specified at the time of collection and:
 - 3.1.1 share it with the Lantmännen Unibake UK Ltd group of companies;
 - 3.1.2 where you have registered your details on this website or entered a competition on our website, unless you advise us to the contrary, to contact you by telephone, post and/or email about other offers, products, promotions, developments or services which we think may be of interest to you. Please make it clear when you provide personal data to us, should you not wish to receive such information;
 - 3.1.3 where you have submitted a job application we may for a reasonable period keep your details on file for future reference should a suitable position subsequently become available and we may send you information about job opportunities;
 - 3.1.4 to send you information you have requested;
 - 3.1.5 to develop, deliver and improve our products and services;
 - 3.1.6 to help us develop this website to be more useful to you;

- 3.1.7 for marketing, advertising and website user processing research or analysis including to collect statistics, responses to any surveys and questionnaires, traffic patterns and related site information. We aggregate this data and it does not identify any website users;
- 3.1.8 for internal purposes for research, analysis, testing, monitoring, customer communication, risk management and administrative purposes; and/or
- 3.1.9 to send you important notices such as communications about changes to our terms and conditions and policies.

4 **DISCLOSURE OF YOUR PERSONAL DATA**

- 4.1 We may share the information with companies within our group and our selected business partners who may process data on our behalf to enable us to deal with you.
- 4.2 We may disclose your personal data to third parties:
 - 4.2.1 to undertake the activities listed above ;
 - 4.2.2 to our Group companies;
 - 4.2.3 to conform to legal requirements or comply with legal process;
 - 4.2.4 to assist in the investigation of suspected illegal or wrongful activity;
 - 4.2.5 to protect and defend our rights or property;
 - 4.2.6 to deal with any misuse of the website; or
 - 4.2.7 to sell, make ready for sale or dispose of our business in whole or in part including to any potential buyer or their advisers.

5 **COOKIES**

5.1 **What are cookies?**

- 5.1.1 Like many other websites, this website uses cookies. Cookies are text files containing small amounts of information which are downloaded to your device when you visit a website. Cookies are then sent back to the originating website on each subsequent visit, or to another website that recognises that cookie. Cookies are useful because they allow a website to recognise a user's device. You can find more information about cookies at: www.allaboutcookies.org and www.youronlinechoices.eu for a video about cookies visit www.google.co.uk/goodtoknow/data-on-the-web/cookies. Cookies do lots of different jobs, like letting you navigate between pages efficiently, remembering your preferences, and generally improve the user experience. They can also help to ensure that adverts you see online are more relevant to you and your interests.
- 5.1.2 The cookies used on this website have been categorised based on the categories found in the ICC UK Cookie guide.
- 5.1.3 A list of all the cookie types used on this website by category is set out below.
- 5.1.4 **Strictly necessary cookies**

These cookies are essential in order to enable you to move around the website and use its features, such as accessing secure areas of the website. Without these cookies services you have asked for cannot be provided.

5.1.5 **Performance cookies**

These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.

5.1.6 **Functional cookies**

These cookies allow the website to remember choices you make (such as your user name, language or the region you are in) and provide enhanced, more personal features. These cookies can also be used to remember changes you have made to text size, fonts and other parts of web pages that you can customise. They may also be used to provide services you have asked for such as watching a video or commenting on a blog. The information these cookies collect may be anonymised and they cannot track your browsing activity on other websites.

5.1.7 **Google Analytics**

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. For further details visit: <http://www.google.com/analytics/learn/privacy.html>

5.2 **How can I remove the cookies?**

5.2.1 To opt out of Google Analytics visit <http://tools.google.com/dlpage/gaoptout>.

5.2.2 You can remove cookies set by this website and/or block the placing of further cookies on your hard drive by changing the browser settings on your computer. For practical guidance on how to do this, please refer to the "help" menu on your browser or visit the following website <http://www.allaboutcookies.org/manage-cookies/clear-cookies-installed.html>.

5.2.3 Please be aware however that blocking cookies may hamper the website's functionality or restrict how much of the website you can access.

6 **YOUR RIGHTS**

6.1 When you use this website and provide us with your personal data you are agreeing that we may use your personal data for the purposes set out in this policy.

- 6.2 You have the right to:
- 6.2.1 request that we stop sending you marketing information;
 - 6.2.2 apply for a copy of the data we hold about you (for which we will charge an administration fee which is currently £10); and
 - 6.2.3 request that we correct or remove any personal data which we hold about you which you believe is inaccurate or out of date.
- 6.3 You can exercise this right by contacting us at Lantmännen Unibake UK, 3 Tanners Yard, London Road, Bagshot, Surrey, GU19 5HD.

7 **TRANSFERRING PERSONAL DATA OVERSEAS**

- 7.1 The personal data we collect from you is currently held within the European Economic Area (“EEA”). It is possible that in the future such personal data may be transferred, stored and/or processed outside the European Economic Area (“EEA”). By submitting your personal data, you agree to this transfer, storing and/or processing. You should be aware that countries outside the EEA may not offer the same level of data protection as the United Kingdom, however we will take all reasonable steps to ensure that your data is treated securely and in accordance with this policy and standards of the same level as set out in the DPA.

8 **LINKS TO OTHER WEBSITES**

- 8.1 This policy only applies to this website. If you link to another website from here, you should remember to read and understand that website’s privacy policy as well. We are not responsible for any use of your personal data that is made by other websites.

9 **CHANGES TO THIS COOKIES AND PRIVACY POLICY**

- 9.1 This policy was last updated on 12/07/2012. We may update this policy from time to time. When we change this policy in a material way a notice will be posted on our website along with a revised policy.

10 **HOW USERS CAN CONTACT US**

- 10.1 If you have any questions about this policy, please contact the Company Secretary at unibakeuk.ost@lantmannen.com or Lantmännen Unibake UK, 3 Tanners Yard, London Road, Bagshot, Surrey, GU19 5HD.