Cookies and Privacy Notice Policy

What are Cookies?

Cookies are small files which are stored on your computer. They are designed to hold a modest amount of data specific to your website visit on our site.

Cookies help to improve your visit to our website by helping with the following:

- Remembering settings, so you don't have to keep re-entering them whenever you visit a new page
- Remembering information you've given (e.g. your postcode), so you don't need to keep entering it
- Measuring how you use the website, so we can make sure it meets your needs

Please note that cookies can't harm your computer and we do not store personally identifiable information in cookies we use on this website.

We're giving you this information as part of our initiative to comply with UK legislation, and to make sure we're honest and clear about your privacy when using our website.

Please be assured that we're working on a number of other privacy and cookie-related improvements to the website.

The Cookies we use:

General website cookies

This website is built using Microsoft's ASP.Net web technologies, as part of that we use the built-in session cookie (ASP.Net_SessionID) to manage your session. When you navigate to the site, the server establishes a unique session that last for the duration of your visit.

Measuring website usage - Google Analytics

Google Analytics uses cookies to define user sessions, as well as to provide a number of key features in the Google Analytics reports. Google Analytics sets or updates cookies only to collect data required for the reports. Additionally, Google Analytics uses only first-party cookies. This means that all cookies set by Google Analytics for your domain send data only to the servers for your domain. This effectively makes Google Analytics cookies the personal property of this website domain, and the data cannot be altered or retrieved by any service on another domain.

The following table lists the type of information that is obtained via Google Analytics cookies and used in Analytics reports.

Functionality	Description of Cookie	Cookie Used
Setting the Scope of Your Site Content	Because any cookie read/write access is restricted by a combination of the cookie name and its domain, default visitor tracking via Google Analytics is confined to the domain of the page on which the tracking code is installed. For the most common scenario where the tracking code is installed on a single domain (and no other sub-domains), the generic	All Cookies

	setupis correct. In other situations where you wish to track content across domains or sub-domains, or restrict tracking to a smaller section of a single domain, you use additional methods in the `ga.js`tracking code to define content scope. See Domains & Directoriesin the Collection API document for details.	
Determining Visitor Session	The Google Analytics tracking for `ga.js`uses two cookies to establish a session. If either of these two cookies are absent, further activity by the user initiates the start of a new session. See the Sessionarticle in the Help Center for a detailed definition and a list of scenarios that end a session. You can customize the length of the default session time using the _setSessionCookieTimeout()method. This description is specific to the `ga.js` tracking code for web pages. If you use Analytics tracking for other environments - such as Flash or mobile - you should check the documentation for those environments to learn how sessions are calculated or established.	`__utmb` `__utmc`
Identifying Unique Visitors	Each unique browser that visits a page on your site is provided with a unique ID via the `__utma`cookie. In this way, subsequent visits to your website via the same browser are recorded as belonging to the same (unique) visitor. Thus, if a person interacted with your website using both Firefox and Internet Explorer, the Analytics reports would track this activity under two unique visitors. Similarly if the same browser were used by two different visitors, but with a separate computer account for each, the activity would be recorded under two unique visitor IDs. On the other hand, if the browser happens to be used by two different people sharing the same computer account, one unique visitor ID is recorded, even though two unique individuals accessed the site.	`__utma`
Tracking Traffic Sources & Navigation	When visitors reach your site via a search engine result, a direct link, or an ad that links to your page, Google Analytics stores the type of referral information in a cookie. The parameters in the cookie value string are parsed and	`__utmz`

	sent in the GIF Request (in the `utmcc`variable). The expiration date for the cookie is set as 6 months into the future. This cookie gets updated with each subsequent page view to your site; thus it is used to determine visitor navigation within your site.	
Custom Variables	You can define your own segments for reporting on your particular data. When you use the `_setCustomVar()` method in your tracking code to define custom variables, Google Analytics uses this cookie to track and report on that information. In a typical use case, you might use this method to segment your website visitors by a custom demographic that they select on your website (income, age range, product preferences).	`___utmv`
Website Optimizer	You can use Google Analytics with Google Website Optimizer (GWO), which is a tool that helps determine the most effective design for your site. When a website optimizer script executes on your page, a _utmx cookie is written to the browser and its value is sent to Google Analytics. See the Website Optimizer Help Centerfor more information.	`___`

Once the cookies are set/updated on the web browser, the data they contain that is required for reporting purposes is sent to the Analytics servers in the GIF Request URL via the utmccparameter.

Cookies Set By Google Analytics

Google Analytics sets the following cookies as described in the table below. A default configuration and use of Google Analytics sets only the first 4 cookies in the table.

ame	Description	Expiration
__utma	This cookie is typically written to the browser upon the first visit to your site *from that web browser*. If the cookie has been deleted by the browser operator, and the browser subsequently visits your site, a new __utma cookie is written with a different unique ID. This cookie is used to determine unique visitors to your site and it is updated with each page view. Additionally, this cookie is provided with a unique ID that Google Analytics uses to ensure both the validity and	2 years from set/update.

	accessibility of the cookie as an extra security measure.	
__utmb	This cookie is used to establish and continue a user session with your site. When a user views a page on your site, the Google Analytics code attempts to update this cookie. If it does not find the cookie, a new one is written and a new session is established. Each time a user visits a different page on your site, this cookie is updated to expire in 30 minutes, thus continuing a single session for as long as user activity continues within 30-minute intervals. This cookie expires when a user pauses on a page on your site for longer than 30 minutes. You can modify the default length of a user session with the _setSessionCookieTimeout()method.	30 minutes from set/update.
__utmc	This cookie is no longer used by the ga.js tracking code to determine session status. Historically, this cookie operated in conjunction with the __utmb cookie to determine whether or not to establish a new session for the user. For backwards compatibility purposes with sites still using the urchin.js tracking code, this cookie will continue to be written and will expire when the user exits the browser. However, if you are debugging your site tracking and you use the ga.js tracking code, you should not interpret the existence of this cookie in relation to a new or expired session.	Not set.
__utmz	This cookie stores the type of referral used by the visitor to reach your site, whether via a direct method, a referring link, a website search, or a campaign such as an ad or an email link. It is used to calculate search engine traffic, ad campaigns and page navigation within your own site. The cookie is updated with each page view to your site.	6 months from set/update.
__utmv	This cookie is not normally present in a default configuration of the tracking code. The __utmv cookie passes the information provided via the _setVar()method, which you use to create a custom user segment. This string is then passed to the Analytics servers in the GIF request URL via the utmcc parameter. This cookie is only written if you have added the _setVar() method for the tracking code on your website page.	2 years from set/update.

| __utmx | This cookie is used by Website Optimizer and only set when the Website Optimizer tracking code is installed and correctly configured for your pages. When the optimizer script executes, this cookie stores the variation this visitor is assigned to for each experiment, so the visitor has a consistent experience on your site. See the Website Optimizer Help Center for more information. | 2 years from set/update. |

For further information about the Cookies Google uses please visit this Cookie Information page.

Other 3rd Party Cookies we may use

When you visit our website, you may notice some cookies that are collecting information for other websites. For example, if you visit a page that has video content, cookies from YouTube may be served. We do not control the setting of these cookies and we recommend you visit the third party websites for more information.

Please find a list of some third party cookies you may find present on this website and links to their specific cookie information:

YouTube

Google Adwords

YOAST

4Q Survey

How do I Control or Delete Cookies?

If cookies are not enabled on your computer this could mean that your experience with our website will be impacted. However, if you want to control or delete cookies you can do so.

Information on deleting cookies or controlling cookies is available at www.aboutCookies.org. To reiterate though, by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

Privacy Policy Notice:

Note: 'Us' refers to Air Bearings Limited 'You', 'User(s)', 'Visitor' refers to any person who uses this website.

Please be aware the responsible data protection compliance officer for Air Bearings Limited is Anoushka Dawson and can be contacted via hr@airbearings.co.uk.

This Web site is owned and controlled by Air Bearings Limited.

This policy sets out the principles and practices adopted by Air Bearings Limited for assuring their compliance with the Privacy and Electronic Communications (EC Directive) Regulations 2003, General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018 (DPA).

This is to inform our website visitors regarding our policies with the collection, use, and disclosure of Personal Information when users wilfully decide to complete and submit contact forms on the www.airbearings.co.uk website.

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.

When you submit your information on these contact forms Air Bearings Limited consider that this is your implied consent, and that you agree to the collection and use of information in relation to your specific enquiry and / or request.

Air Bearings Limited will not use or share your information with anyone except as described in this Privacy Policy. The enquiry data may be processed for the purposes of offering, marketing and selling relevant services to you. The legal basis for this processing is 'implied consent'.

Air Bearings Limited assures users of the website who disclose their information that we will:

- ensure that personal data can be accessed only by authorised personnel for legally authorised purposes;
- protect personal data, stored or transmitted, against accidental or unlawful destruction, accidental loss, and unauthorised or unlawful storage, processing, access or disclosure; and
- ensure the implementation of a security policy with respect to the processing of personal data.

The terms used in this Website Privacy & Cookie Policy have the same meanings as in our Website Terms and Conditions, which is accessible at www.airbearings.co.uk, unless otherwise defined in this Privacy Policy.

Air Bearings Limited is committed to implementing measures designed to protect the privacy of those using our services. Air Bearings Limited respects the privacy of all those who visit our Site and use our online services and we collect information from and about our users to be used to improve the service we offer. Except as set forth within this Privacy Policy, our Terms & Conditions, and other published guidelines, we do not release personally identifiable information (as described below) about users of this Site without their permission.

Effect of This and Related Documents: This Privacy Policy, together with our Terms & Conditions and other published guidelines, governs your interaction with this Site, and your registration for and use of Air Bearings Limited' online services.

Opt-Out Option: If you would like to have your personally-identifiable information removed from Air Bearings Limited' databases going forward, please e-mail hr@airbearings.co.uk , and we will use reasonable efforts to comply with your request. However, there will be residual information that will remain within Air Bearings Limited databases, access logs, and other historical internal records, which may or may not contain such personally-identifiable information.

Information Collection and Use

For a better experience, while using our website, we may require you to provide us with certain personally identifiable information, including but not limited to your name, email address, phone number, and postal address. The information that we collect will be used to contact or identify you, for the purpose of your request and/or enquiry. For example:

1. Non-personally-identifiable information:

As a standard practise, Air Bearings Limited assigns a random number to each user for anonymously tracking content preferences and traffic patterns. This random number lets us keep track of "how many" times users are doing specific things - like visiting our site each month - without really knowing who those users are (unless they specifically tell us). We analyse this data for trends and statistics, such as which parts of our site users are visiting and how long they spend there. We also gather information about what users are searching for. We use all this information in order to improve our content, plan site enhancements, and measure overall site effectiveness.

2. Personally identifiable information:

General: In certain areas of this Site, we require that you provide us with personally-identifiable information, in order to be able to use that portion or those portions of this Site.

If you submit a request for more information from us, the information you submit will only be used by Air Bearings Limited. Our lists are private and are never sold to any third parties.

Whereby you submit an application for a vacancy to ABL via email for recruitment purposes, we will therefore collect this data from you. This personal data may include:

- Your name
- Address and contact details (including email address and telephone number)
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- Information about your entitlement to work in the UK
- Any other additional information provided by you in the context of the recruitment and selection process

This information may be collected from you a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews.

We may also collect personal data about you from third parties, such as references supplied by former employer. We will only seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process this personal data?

ABL needs to process data to take steps to enter into a contract with you.

In some cases, the company needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

ABL has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Company may also need to process data from job applicants to respond to and defend against legal claims.

ABL will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?:

Your information will be shared internally for the purposes of the recruitment exercise. The company will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

Your data may be transferred to countries outside the European Economic Area (EEA) for recruitment purposes e.g. request for employment references.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. To do this, we may therefore require you to provide the following:

- proof of your identity –e.g. passport, driving license, and or birth certificate. We will take copies of these
- proof of address –We will take copies of these
- proof of your qualifications where relevant to the job
- references - we will contact your referees directly using the details you provide in your application, to obtain references from your former employers

If we make a final offer, we will also ask you for the following:

- bank details – to process salary payments
- Employee Information form: to gather key information we need from you, such as contact details, National insurance numbers etc.
- emergency contact details – so we know who to contact in case you have an emergency at work
- membership of a pension scheme

(More detail on what we will request from you following an offer, is outlined in our '**GDPR Data Privacy Policy (Employment)'** which is available upon request and where applicable.

How long do we keep your data for?

If your application for employment is unsuccessful, we will hold your data on file for 12 months (or for a longer period as and if agreed by you) after the end of the relevant recruitment process. At the end of that period, your data is either deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be for as long as required for employment purposes.

Your rights:

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the company to change incorrect or incomplete data
- require the company to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the company is relying on its legitimate interests as the legal ground for processing
- ask the company to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the company's legitimate grounds for processing data

If you wish to exercise any of these rights, please contact: HR@airbearings.co.uk

How to complain

If you have any concerns about our use of your personal information, you can raise any concerns or make a complaint to the Data Protection Compliance Officer (Anoushka Dawson) via hr@airbearings.co.uk.

If not, you can also complain to the Information Commissioner (ICO) via https://ico.org.uk/make-a-complaint or Telephone (0303 123 1113) if you are unhappy with how we have used your data.

Service Providers

Air Bearings Limited may employ third-party companies and individuals due to the following reasons:

- To facilitate our website;
- To provide the website on our behalf;
- To perform website-related services; or
- To assist us in analysing how our website is used.

Air Bearings Limited hereby inform our website users that these third parties have access to your Personal Information. The reason is to perform the tasks assigned to them on our behalf. However, they are obligated not to disclose or use the information for any other purpose. (Refer to Website Host Information below)

Security

Air Bearings Limited values your trust in providing us your Personal Information, thus we are striving to use commercially acceptable means of protecting it. Please note that no method of transmission over the internet or method of electronic storage is 100% secure and reliable, and Air Bearings Limited cannot guarantee its absolute security.

Links to Other Sites
Our Air Bearings Limited website may contain links to other sites. If you click on a third-party link, you will be directed to that site. Note that these external sites are not operated by us. Therefore, we strongly advise you to review the Privacy Policy of these websites. Air Bearings Limited has no control over, and assume no responsibility for the content, privacy policies, or practices of any third-party sites or services. (Refer to notes below)

Changes to This Privacy Policy
We may update our Website Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately after they are posted on this page.

Website Host information

The website is hosted on a server located in the UK and is managed by The Collective Marketing Agency.

Policy Review Index:						
Version	**Last Review**	**Next Review Due:**	**What are the key changes/additions:**	**Author:**	**Reviewer:**	**Approved by:**
V2	April 2023	April 2024	Fully Revised Policy as a Privacy Notice	Anoushka Dawson	SLT	Darren Fay