

Privacy Policy

This statement explains the privacy and the data protection practices which apply to www.apmorgan.co.uk as provided by Orcus Capital Limited and Orcus Capital Bromsgrove Limited

Our aim is to safeguard our users' privacy whilst providing a personalised and valuable service. Collecting personal information is necessary if we are to satisfy the expectations and requirements of our users, e.g. by communicating with them and providing an interactive service. We appreciate that you do not want the personal information you provide to us distributed indiscriminately and here we explain what information we collect, what we do with it and what controls you have.

Security

At Orcus Capital Limited and Orcus Capital Bromsgrove Limited we are committed to protecting your privacy, we follow strict security procedures to ensure that your personal information is not damaged, destroyed, or disclosed to a third party without your permission, and to prevent unauthorised access. The computers that store the information are kept in a secure facility with restricted physical access, and we use secure firewalls and other measures to restrict electronic access.

Personal Information

Any personal information such as name, postal address, telephone number, and email address given via this website will only be used to provide a requested service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

How will you use my data?

There are a number of reasons we need to process your personal data;

1. The primary reason is to allow us to do the job you've asked us to do. Specifically, we will use your data to:
 - to carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
 - to provide you with information about other services we offer that are similar to those on our sites;
 - to notify you about changes to our service;
 - to ensure that content from our sites is presented in the most effective manner for you and for your computer; and
 - to provide you with information about goods, services or market updates we feel may interest you where we have your consent to do so.
2. We may also process your information in order to meet our legal and regulatory requirements. These may include:

- Complying with the regulations set out by the ICO, The Property Ombudsman and other regulators as required;
 - Preventing financial crimes such as money laundering and fraud by passing your details to other relevant bodies such as the police and National Crime Agency where required.
2. We may also process your personal data for our own legitimate interests. Typically, these would be limited to:
- Analysing our business for trends and research how we can improve our services to customers;
 - Reviewing the work we have carried out for you to ensure we have met the regulations and quality standards;
 - Ensuring we are able to exercise or defend legal challenges in future.

How long we will store your data

We will only keep your personal information as long as necessary. How long that is depends on the type of data and what work we have carried out. In most cases, your personal data will be stored for an indefinite period as we need to keep evidence that we have fulfilled our legal and regulatory requirements.

Can I see a copy of my personal data?

Yes. Please write to our Data Controller (details below) and we will provide a copy of any personal data we hold within one calendar month of receiving your request. Please note that we may need to verify your identity before providing the information.

What if my data is incorrect or incomplete?

You have the right to have your data corrected or completed by contacting our Data Controller in writing. Please be aware that we need to maintain records of information as it was at the time of the advice or the transaction taking place.

Can I have my data erased?

If we have provided you with advice or processed a sale or purchase on your behalf, we will not normally be able to erase your personal data. This is because we are obliged to maintain records of our advice and transactions to meet our regulatory requirements and in case we need to exercise or defend legal claims in future.

General Information

Any non-personal information such as IP address, pages accessed, and files downloaded will only be used to determine how many individuals use our site, how many people visit on a regular basis, which pages are most popular, and which pages are least popular. This information doesn't tell us anything about who you are or where you live, it is simply used to enable us to monitor and improve our service.

Links

This website may contain links to third party sites we have no control over, if you visit those sites you should check you are happy with their own privacy policies and terms of use before providing any personal information. In addition, if you linked to our website from a

third party, we cannot be responsible for the privacy policies and practices of that third party site.

Your Acceptance

By using this website, you consent to the collection and use of information by Orcus Capital Limited and Orcus Capital Bromsgrove Limited in accordance with our privacy policy. If you do not agree to this policy, please do not use our site.

Your Rights

Any personal information submitted via our website is treated in accordance with

- Data Protection Act 1998
To find out more about your entitlements under this legislation, visit the Information Commissioner's web site at www.gov.uk/data-protection, or read the Act online at www.hms0.gov.uk/acts/acts1998/19980029.htm.
- General Data Protection Regulations
To find out more about your entitlements under this legislation, visit the Information Commissioner's web site at ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/, or read the Act online at <https://gdpr-info.eu/>.

If you would like to review or revise information you have previously provided to us online, or you have any questions relating to this Privacy Policy, you may do so via our contact us page.