



making property work for business

PRIVACY POLICY

This Privacy Policy explains our data processing practices and the ways in which your personal data is used. If you have any requests concerning your personal information or any queries with regard to our processing please contact us using the contact details on this website.

Automotive Property Consultancy Ltd (APC) is a specialist property advisory business dedicated to the franchised motor retail property sector.

We focus on:

- general sales, acquisitions and leasing agency;
- investment agency;
- development consultancy;
- property management of dealer groups' portfolios including lease extensions and landlord's consent for alterations etc;
- professional work (rent reviews, lease renewals and valuation); and
- planning advice.

We hold a database of motor manufacturer, car dealers, retailers, investors, property developers and agents' contact details for the purpose of conducting our business.

- APC store data solely for essential business purposes which include, but are not limited to:
 - Communicating with clients
 - Marketing of properties and services
 - Distribution of market research.
- Data stored is limited to:
 - Name
 - Professional Qualification
 - Business Address
 - Business Telephone Number
 - Mobile Telephone Number
 - Business Email
- No personal information such as date of birth or home address is stored, save for data required to fulfill Money Laundering Regulations which shall be stored in a secured and locked environment.
- No bank account details or personal financial information is stored.
- The data that is stored is not released to any third parties.
- Upon individual request APC will delete any information that we process/store relating to that individual.



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- This will be supplemented by regular, at least annual, reviews of individual contact details.
- General circulation of property sales or lettings details is to be executed via established portals, such as EGI property link, Estate Agents Services Ltd (EACH), and CoStar. In addition, such particulars are accessible on the APC website.
- All information is stored on our secure servers, however, e-transmission of information is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee its security, however, we will use strict procedures and security features to try to prevent unauthorised access.

We may change this Privacy Policy from time to time. If we make significant changes in the way we treat your personal information, or to the Privacy Policy, we will make that clear on our websites or by email, so that you are able to review the changes.