

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.

We rely upon a number of different legal bases for processing personal information. These include processing information where it is in our legitimate interests to do so, where this is necessary for the fulfilment of a contract or where the processing is necessary to carry out our obligations under law. Where we rely on our legitimate interests, this means that we use personal information to run our business and to provide the services we have been asked to provide. You do not have to provide us with personal information. However, if you do not provide us with information we need by law or require to do work, we may not be able to offer certain products and services.

- 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 but may be shared with APC employees who require it to perform their jobs, official bodies to detect and prevent criminal activity (e.g. money laundering, theft, fraud, terrorism, cybercrime) and anybody you give permission to share it with.
- You may request a copy of the information we hold, ask us not to use your information or have your information corrected. To do so please contact us at oshuttleworth@automotive-property.com. We may need to keep some of your information for legal reasons, for example to comply with a regulatory requirement.
- We endeavour to keep your information for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely. If you would like us to delete your information please contact us oshuttleworth@automotive-property.com
- 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.

If you need to make a complaint about our handling of your personal information, please contact us directly at oshuttleworth@automotive-property.com. If you are unhappy with how we deal with your complaint, you can contact your Country Data Protection Authority if applicable. The Information Commissioner's Office is at <https://ico.org.uk/>

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