



Aptus Brokers Limited are committed to protecting the privacy of its users and we therefore ask that you please read our Privacy Policy before providing us with any information about you or any other person ('Personal Information').

WHAT INFORMATION WE MIGHT COLLECT

- Name and Company name
- Contact Information including email address
- Information about your Company
- Information defined as "sensitive data" within the meaning of GDPR and the Data Protection Act 2017 (this includes financial information and Claims history).

WHAT WE MIGHT DO WITH THE INFORMATION WE COLLECT

We will only collect personal information about you if you send us an e-mail enquiry via the 'contact us' facility. For this to happen, you will need to fill out the online form.

We respect your right to privacy, whether you are a current customer of Aptus Brokers Limited or if you are just visiting the website. Any information that we gather is used to understand your needs and provide you with a better service, and in particular the following reasons :

- To provide you with Insurance Quotes
- If you buy Insurance your details will be passed on to relevant insurer(s)
- We may use your information to improve our products and services
- Compliance recordkeeping purposes
- From time to time, we may use your information to contact you for customer service purposes. We may contact you by email, phone, SMS, fax or mail. Please tell us if you do not wish us to contact you by one (or more) of these means.
- We may monitor statistics such as how many visitors we have had or which browsers people use but this does not identify anyone personally.

We like to keep in touch with you about relevant changes and Insurance updates. We'd never sell your data, and we promise to keep it safe and secure. We take all reasonable precautions to protect our visitors' information, both on and off line. If your personal information changes, please let us know and we will correct, update or remove any information that we hold about you on our active databases.

We may need to retain archive copies of that personal information for legal or audit purposes. If you have any queries regarding the way in which we handle data collected from you on this website, or to remove your data, please contact us.

SECURITY

We are highly committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

As you may be aware, no data transmission over the internet can be entirely secure. As a result, while we will always use reasonable endeavours to protect your Personal Information, we cannot guarantee the security of your Personal Information and the use of our Site (including the e-mail facilities) is at your own risk.

COOKIES

Our website uses cookies – These are small text files that are stored on your computer or in your browser – to help us to monitor how visitors use our site and allow us to store preferences and other information used on the webpages visited to allow a better experience for our customers. The website does not store or capture personal information about you when you visit it, it merely records traffic information. This means information about all our visitors collectively, for example the number of visits the website receives. To respect our visitors' rights of privacy, this information is anonymous, and no individual visitor can be identified from it.

Should you wish to disable and delete cookies you will need to change the appropriate setting within your browser's 'Help', 'Tools' or 'Settings' menu. Please note that by disabling cookies you may not benefit from some of the features of our site. You can find out more about deleting or controlling cookies by visiting aboutcookies.org.

GOOGLE ANALYTICS

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses cookies (text files placed on your computer) to help the website operators analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information to evaluate your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google.

By using our website, you consent to the processing of data about you by Google in the manner and for the purposes set out above.

WHEN MIGHT WE DISCLOSE YOUR PERSONAL INFORMATION TO OTHERS?

We may disclose your Personal Information to others in the following circumstances and/or for the following purposes:

- Where it is necessary for the provision of information or services to you;

- Where we are required to do so by the courts or to comply with other legal, statutory and/or regulatory obligations including accounting and taxation requirements;
- To prevent and/or detect crime;
- For credit reference purposes.

MONITORING

Please note that if you communicate with us electronically, including by e-mail, telephone or fax, this communication may be randomly monitored and/or recorded to protect the interests of our business and our customers. This includes for the purposes of maintaining customer/service quality standards, detection of and/or prevention of crime and to ensure that our employees comply with legal obligations.

HYPERLINKS – LINKS TO OTHER WEBSITES

We may provide hyperlinks from this web site ('the Site') to web sites of other organisations including websites of associated companies. Please note that this Privacy Policy applies only to this Site and that we will not be liable for the contents of linked web sites or any transactions carried out with organisations operating those web sites.

SUBJECT ACCESS REQUESTS

We are happy to provide you with details of the Personal Information, which we process about you. To protect our customers' personal information, we follow strict storage and disclosure procedures, which mean that we will require proof of identity from you prior to disclosing such information.

For access to personal information, please direct any such request to the Data Protection Officer.

INFORMATION UPDATES

Please help us to keep your Personal Information current and accurate by contacting us if your Personal Information is or becomes inaccurate and/or out-of-date.

CONTACTING US

If you do not want us to use your Personal Information in the manner set out in this Privacy Policy, need to advise us of any changes to your personal information, or would like any more information about the way in which we collect and use your Personal Information, please contact us at

Data@AptusBrokers.com

Aptus Brokers Limited

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CHANGES TO THIS PRIVACY POLICY

This Privacy Policy will change from time to time, and you should check the Site on a regular basis to ensure that you are aware of our most recent policies including this Privacy Policy and the Terms relating to your use of the Site

USER DECLARATION

By providing Us with any Personal Information you consent to the use of your Personal Information for the purposes and in the manner set out in this Privacy Policy.

May 2018