

# Privacy Policy

We are committed to protecting your right to personal privacy. That is why we have drafted this notice to explain how we will use your name and address. This Policy also explains the choices that you can make about the way your information is collected and used.

By submitting personal details to us, you are deemed as agreeing to use of these details as described in this Policy.

## **The Information We Collect**

In order to view a schedule, we only request your name, email and address to allow us to contact you with regard to the property whose schedule you have downloaded.

## **The Way We Use Information**

We will not use your name and address to discover your phone number and we will not phone you unless you request us to do so, nor will we mail out literature, apart from our weekly property list, unless it is specifically relevant to the property whose schedule you have downloaded.

## **Unsubscribe / Delete**

You have the right to access personal data which you have submitted to us. We give you the following options for managing or removing your information from our database: Send us an email: at [info@ab-properties.co.uk](mailto:info@ab-properties.co.uk). Be sure to include your name and clear instructions on what you would like us to do. Send us mail: at [info@ab-properties.co.uk](mailto:info@ab-properties.co.uk) be sure to include your name and clear instructions on what you would like us to do.

## **Downloadable Material**

All our downloadable material is carefully checked for viruses before being uploaded onto the site, however we recommend that, as an extra precaution you run your own virus check on each document you download before saving it to your disk or hard drive.

## **Our Privacy Practices with Third Parties**

It is our policy to only disclose information to third parties under the following circumstances:

1. As required by law
2. When explicitly requested by you
3. When required to deliver products or services requested by you

We may share aggregate, non-personally identifiable information about our users with advertisers, business partners, sponsors, and other third parties. Subject to the above three circumstances, we do not provide any identifiable personal information to any third party for any purpose whatsoever. For example, we may tell a business partner the number of men and the number of women that have viewed our schedules, but we do not disclose anything that could be used to identify those individuals. Access by our employees and agents to your personally identifiable information are only on a need-to-know basis on the understanding that this is confidential business information.

## **Our Commitment to Data Security**

We take reasonable precautions to keep your personal information secure. We have put in place appropriate physical, electronic, and managerial procedures to safeguard the information we collect. We cannot guarantee the security of any information you disclose online, and you do so at your own risk.

### **Changes in Our Policy**

We reserve the right to change or remove this Privacy Policy at our discretion. If we decide to change our Privacy Policy, we will post those changes here. We encourage you to visit this area frequently to stay informed. If there is any material change in the type of information we collect, we will obtain your permission before we attempt to collect the additional personal information. We will not make any changes that allow us to give personal information to a third party without obtaining permission from you first.

### **Your Consent to this Privacy Policy**

By accessing our schedules, you signify your agreement to be bound by this Privacy Policy. If you do not agree with any term in this Policy, you should not proceed further in accessing our schedules.

### **How to Contact Us**

Should you have any questions or concerns about this Privacy Policy or the collection of information, please e-mail us at [info@ab-properties.co.uk](mailto:info@ab-properties.co.uk).

Please note: The laws and regulations in different countries impose different (and even conflicting) requirements on the Internet and data protection. We are in the UK, as are the servers that make this site available world-wide. Scottish law governs all matters relating to this site. If you are located outside of this country and you contact us, please note that any information you provide will be transferred to the UK and by submitting the information you authorise this transfer.