

# Privacy Policy

Within this Privacy Policy we have provided detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. Any questions regarding this policy and our privacy practices should be sent to [pa@cortexpartners.co.uk](mailto:pa@cortexpartners.co.uk) or Cortex Partners, 14 Brook's Mews, Mayfair, W1K 4DG; alternatively, give us a call on 0207 534 0990.

## Who are we?

We are Cortex Partners, a leading independent commercial property consultancy providing bespoke advice to clients in acquiring and disposing of commercial property investments throughout the UK. At **Cortex Partners**, we are committed to maintaining the trust and confidence of our clients and visitors to our website. **Cortex Partners** never sell, rent or trade email lists with other companies and businesses for marketing purposes.

## What data do we collect?

The personal information we collect from you might include:

- Your name;
- Your address;
- Your telephone numbers;
- Your email address;
- Your job title;
- Your property preferences and interests.

## Mailing lists

When we electronically send marketing material or a newsletter we will often use a third-party provider, such as MailChimp, to deliver the email. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our service. MailChimp is fully GDPR compliant and for more information please review MailChimp's privacy notice ([read here](#)). You can unsubscribe to any of our general mailings by clicking the unsubscribe link at the bottom of the emails.

## Third Parties

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

We may pass your information to our third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example, to send investment sales brochures via email or post). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing purposes. We would only release your information to a third party outside of this if required to do so legally, for example, to comply with a legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our clients. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

14 Brook's Mews, Mayfair, London, W1K 4DG  
T - 020 7534 0990      [cortexpartners.co.uk](http://cortexpartners.co.uk)

## Anti- Money Laundering

In order to comply with the requirements of the Anti-Money Laundering regulations in force, we will be required to obtain evidence to verify your identity. The required evidence may include sight of passport or other identification documents. We will retain this information for the duration of any negotiation and for 7 years post completion of the transaction.

## How we use your information

We may use your information to:

- Send you information regarding property sales and potential acquisitions;
- Provide information about Cortex Partners, our latest deals, information about the team and new products & services.

## Access to your personal information

The accuracy of your information is important to us. You are entitled to view, amend or delete the personal information that we hold. If you change email address, or any of the other information we hold is inaccurate or out of date, please send to [pa@cortexpartners.co.uk](mailto:pa@cortexpartners.co.uk), or Cortex Partners, 14 Brook's Mews, Mayfair, W1K 4DG; alternatively, you can call us on 0207 534 0990. You have the right to ask for the full information that we hold about you. If you wish to view the information we hold on you, please contact us on the details above and we promise to respond in 14 days or less.

## Transferring your information outside of Europe

As part of the services offered to you, the information which you provide to us may be transferred to countries outside the European Union. By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected, as outlined in this policy. If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

## Privacy Notice Update

This Policy was updated 4<sup>th</sup> May 2018.

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