



## **Privacy Policy**

Apex Professional Search is the sole owner of the information collected on this website. We do not sell, share or transfer this information except as set out in this statement. We use your information to improve our marketing for administration and to provide legal services. If necessary, we may pass your information between our offices. Our offices are listed on this website. We may employ the services of a third party to help us in certain areas. In some cases that third party may receive your information.

However at all times Apex Professional Search will control and be responsible for the use of your information. The types of information we collect are described below:

Name, job title, company name, address, email address.

## **Cookies**

We may use cookies. A cookie is a small amount of data which is stored on your computer's hard drive which makes it easier to identify you and which is revealed to us when you use this website. We also use cookies to track the interests of our users so that we can subsequently enhance their experience on our website. You can configure your web browser not to accept cookies, although this may hinder the functionality of the website.

## **Use of information**

### **We may:**

Send information to you by e-mail (when you have specifically agreed to this) or post which we think may be of interest to you; Provide information relating to you or others if you indicate that you want to receive marketing material or similar communications; and Provide other companies with statistical information about our clients, but this information will not be used to identify any individual client.

You can inform us at any time if you no longer require such information to be sent by emailing us at [info@apexprosearch.com](mailto:info@apexprosearch.com)



## **Links**

The website may contain links that make it easy for you to visit other websites. If you use the links to leave the website and visit a website operated by a third party, we do not have any control over that website. Accordingly, we cannot be responsible for the protection and privacy of any information which users have provided while visiting such websites. Users should exercise caution and look at the privacy statement and any terms of use applicable to the website in question.

## **Access to data**

Under the Data Protection Act 1998, you may request details of personal information that we hold about you. An official fee will be payable. If you want to make a request, you should write to the Data Protection Compliance Officer at Apex Professional Search, Apex Professional Search Blythe Way House, 28 Blythe Way, Solihull, B91 3EY.

## **Correcting/updating personal information**

If your personal information changes or if you no longer wish to receive our service, please let us know and we can correct, update or remove your details. This can be done by emailing us at [info@apexprosearch.com](mailto:info@apexprosearch.com)

## **Security**

We take all appropriate steps to protect your information both online and offline.

## **Your consent**

By using our website you consent to the collection and use of your personal information in the manner set out above. We will, however, only use your email address for sending you material where you have specifically agreed to this. If we change or modify this privacy policy we shall post these changes on this page.