

## **Copyright / About this Website | Disclaimer | Privacy Policy / Security**

### **Terms and Conditions:**

Effective Date: From time of printing

#### Disclaimer

The information contained in this website is accurate to the best of our knowledge. Property Directors cannot be held liable for any variations or for any future changes to individual product material. You are strongly advised to consult a financial advisor on all investment matters.

#### Privacy Statement / Security Document

##### Your Privacy

Property Directors and its associate companies value you and respect your privacy. This statement details how we treat personal information when you visit our site. Spanish Regulations (LSSI) require us to adhere to the following procedures which are strictly enforced by Property Directors.

Ways in which we may use your information include:

- To inform you periodically of properties types which you have indicated are of interest to you
- To send you offers or services from relevant third parties.

The information you supply to us will remain confidential, held on a secure database, and will not be passed on to any third party without your prior consent. You have the option to decline from receiving any material from Property Directors and third parties when communicating with us by email. You may request at anytime, in writing (letter/fax/email) for your contact details to be removed from our database, which will be actioned immediately and acknowledged accordingly.

Any personal information supplied to us will be stored on a secure hard drive, behind a sophisticated Firewall and protected and updated by the latest Anti Virus technology. Access to the core material is permitted only to the system administrator and no other staff members can alter the information contained on our database in any manner. All "personnel", either current or future, are fully briefed in writing (Employees duties and obligations) on the rules and standards to be maintained with regards to the use personal information and these rules will be strictly adhered to at all times, with the consequences of non-compliance being made clear. Failure to do so by any "employee" will result in severe disciplinary measures being taken. Furthermore all systems are monitored to ensure that any infractions or misuse of data held is reported and an incident file created to investigate the matter thoroughly. Management assumes full responsibility for incident reporting and follow up procedures to be implemented in case of violations. All data is backed up nightly onto, CD-ROM storage media, for the purpose of keeping data intact only, and stored in a secure environment which is accessible by the System Administrator only. In the event of any loss of personal data on the computers due to breakdown the information will be recovered and restored from the backup data held. All files containing client data of a personal nature are declared to the Data Protection Agency of Spain.

##### Changes to Statement

Changes may be required due to legislation, best practice or as a result of future enhancements and we therefore recommend that you review this page periodically.