

# Privacy Policy

## For Orbis Advisory Ltd, 2022/2023

### Privacy Policy

At Orbis Advisory we are committed to protecting and respecting your privacy. This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide us, will be handled and processed by us. We advise to carefully read through this document to understand our views and practices regarding your personal data and how we will treat it.

For the purposes of the applicable data protection laws, the UK General Data Protection Regulation (GDPR) along with the implementing legislation the Data Protection Act 2018, the company responsible for your personal information is Orbis Advisory. Orbis Advisory is the trading name of Orbis Advisory Ltd.

### Information We May Collect About You

We may collect and process the following data about you:

- Information that you provide to us by filling in forms on our site or that you email to us. This includes information provided when you subscribe and/or register for any service that we may provide via our site from time to time, or when you report a problem with our site;
- If you contact us, we may keep a record of that correspondence;
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them;
- Details of your visits to our site including, but not limited to, traffic data, location data, web-blogs, and other communication data and the resources that you access.

### IP Addresses, Cookies and Web Beacons

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration to improve the structure and content of our site and to report aggregate information to our advertisers and our members. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

For these reasons, we reserve the right to use cookies as an anonymous method of recording your usage of our site and would ask that if you don't wish to have cookies recorded on your machine, you amend the settings on your browser to prevent them from being created. The *Settings* section in your browser should provide you with the necessary information to adjust your settings and control the creation and storage of cookies on your hard drive.

A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are.

A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.

Two types of cookies are used on our site:

- Session cookies: which are temporary cookies that remain in the cookie file of your browser until you leave the site. Session cookies allow you to carry information across pages of our site and avoid having to re-enter information and allow you to access stored information; and
- Persistent cookies: which remain in the cookie file of your browser for much longer, though how long will depend on the lifetime of the specific cookie. Persistent cookies help us recognise you as a unique visitor (just a number) when you return to our website and to allow us to tailor content or advertisements to match your preferred interests or to avoid showing you the same adverts repeatedly.

Cookies can help a website to arrange the content to match your preferred interests more quickly. Most major websites use cookies. Please note that cookies cannot be used by themselves to identify you.

If you alter your browser settings to refuse our cookies you may be unable to access certain parts of our site. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.

Our website may contain electronic images known as web beacons which allows us to count users who have visited those pages and deliver co-branded services. Web beacons are not used to access your personally identifiable information on our site. They are a technique to compile aggregated statistics about our website's usage. Web beacons collect only a limited set of information including a cookie number, time and date of a page view and a description of the page on which the web beacon resides.

### Third Party Cookies

When we work with third-part suppliers, they may also set cookies on our websites, for example LinkedIn and Twitter. The reason for including these third-party services are as follows:

- Cookies and pixels are used to understand and deliver advertising and to ensure that any advertisements are relevant to you. We may also use a cookie to learn whether visits to our website were as a result of someone seeing our advert on LinkedIn or Twitter. This Information is anonymous and does not specify individuals.
- Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days. Though some may take longer. No personal information is stores, saved or collected.
- Third-party suppliers are responsible for the cookies they set on our website and we do not control the use of these cookies. If you want further information please visit the website for the relevant third part and check their privacy policy.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

To opt out of being tracked by Google Analytics across all websites visit:

<http://tools.google.com/dlpage/gaoptout>

### Where We Store Your Personal Data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the provision of support and administration services. By submitting your personal data, you agree to this transfer, storing, or processing. These agents have access to the personal information required in order to perform their functions but may not use it for any other purposes and we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### Uses Made of The Information

We use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer;
- Where you have consented to be contacted for such purposes, to provide you with the information or services that you requested from us or which we feel may interest you;
- To carry out our obligations arising from any contracts entered into between you and us;
- To allow you to participate in any interactive features which we may offer on our site from time to time, when you choose to do so; and
- To notify you about changes to our service.

### Disclosure of Your Information

We may disclose your personal information to third parties:

- If you have given consent for us to do so for marketing or other specified purposes. In the event that we sell or buy any business or assets, in which case we may disclose your personal data for the prospective seller or buyer of such business or assets.

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect our rights or property and the safety of our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

### Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by refusing your consent at the time of collection or at any other time by contacting us at [info@orbisadvisory.com](mailto:info@orbisadvisory.com)

Our site may, from time to time, contain links to and from websites if affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### Access to Information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

### Changes to Our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by email.

### Contact

Questions, comments, and request regarding this privacy policy are welcomed and should be addressed to [info@orbisadvisory.com](mailto:info@orbisadvisory.com)

Signed



Rupert Clark-Lowes, Director