

Privacy Notice

Introduction

At Ortus Secured Finance Ltd (Ortus), we are committed to doing the right thing when it comes to keeping all personal data secure and respecting the privacy of our clients. This Privacy Notice governs the handling of personal data when you visit our website and will inform you of your privacy rights. We own and operate the website.

Ortus is made up of a number of different companies. Ortus Secured Finance is the trading name, but on lending documentation the companies below may also be listed: -

OSF (UK) II Ltd registered in England & Wales no. 10882278.

Ortus Secured Finance I Ltd registered in England & Wales no. 08380992.

Ortus Secured Finance IV Ltd registered in England & Wales no. 11440696.

Ortus Secured Finance VI Ltd registered in England & Wales no. 12799494.

Data Controller

Ortus Secured Finance I Ltd is the data controller for Ortus and its subsidiary companies and is responsible for all personal data. When the Privacy Notice refers to 'we' 'our' or 'us', it is referring to the company that is the data controller, unless otherwise stated. The appointed Data Protection Officer (DPO) is responsible for supervising any questions in relation to this Privacy Notice.

Third-Party Links

The website may contain links to and from third-party advertisers, websites, plug-ins, and applications. Please note these websites have their own privacy Notices that we do not control. If you decide to follow these links, we do not accept any responsibility or liability and we recommend you read their Notices every time you visit a third-party link.

Rights

All individuals have the following rights in the case of collecting, using and storing personal data. It is our requirement to make you aware of these rights:

The right to get access to the information we hold.

The right to withdraw your consent to the managing of your personal data.

The right to rectify data that is incorrect or incomplete.

The right to request that your data is deleted.

The right to request restriction on the processing of data.

The right to request that your data is transferred to another party (this is part of the data portability requirement).



We've got you covered

With offices in London, Manchester, Glasgow and Belfast.

London: Nations House, 103 Wigmore Street, London, W1U 1QS

Manchester: 27 Portland Street, Manchester, M1 4PZ

Belfast: 20 May Street, Belfast, BT1 4NL

Glasgow: Suite C, 1st Floor, 21 West Nile Street, Glasgow, G2 5TF

0203 397 0237

enquiries@ortussecurdfinance.co.uk

ortussecurdfinance.co.uk

Ortus Secured Finance I Ltd (08380992), Ortus Secured Finance IV Limited (11440696) & OSF (UK) II Ltd (10882278) — all registered in England and Wales

The right to complain to the Information Commissioner's Office. Find out on their website how to report a concern - <https://ico.org.uk/concerns>.

The information we will collect

We may process your data on a consensual and contractual basis. Where consent applies, you may withdraw this at any time by contacting us.

We may collect, use, or store the following kinds of personal data:

Basic information - name, title, date of birth, telephone numbers, address, email address and any other identity/contact data we require.

Financial information – account transactional history, bank details.

Application information – borrower information, identity, information about directors, partners, shareholders, guarantors.

As a patron of the NACFB we have a legitimate interest to receive your membership data so that we may contact you about our products and services and to encourage discussions for business relationships to develop between Brokers and Lenders.

Cookies

Our website uses cookies to help provide a good experience when you browse our site. We only use cookies for client convenience and not for targeted advertising purposes. Please note that you can refuse all or some browser cookies, but this may restrict your use of the website.

How we will use your personal data

We will only use the personal information provided to deliver the services you have requested, or for our lawful, disclosed purposes. Personal data will be used to perform contracts that we are about to enter or have already entered into with you.

We may share your personal information with credit reference agencies, and they will provide us with further information about you to assess creditworthiness, identity, debt and criminal activity.

We may collect personal information about you and/or your business from UK Direct marketing Initiatives. This is on a consensual basis, provided you approve when visiting our website. We do this to identify potential customers and partners who are in job roles that are likely to require our products and services so that we communicate relevant message to them, either by mobile, phone, email, social media posts or direct email.

On our website you have the possibility to download free documents, for example, application forms, product guides, case study examples, or similar. Your name, email address, telephone number and postcode are entered and are sent to us for the purpose of sending the respective document.

In connection with the data processing for sending the documents, the contact details are passed on to our internal marketing tool Mailchimp and our Business Development Team. When downloading this paper, you will have to verify that you give



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permission for Ortus Secured Finance to contact you for the purpose of informing you about products and services and sending you newsletters, further storage of your data will take place in Mailchimp.

We use electronic forms which will prompt users to input contact details so we can generate quotes, provide newsletter updates and respond to enquiries. You may also provide data to us when registering for an event, webinar or vacancy or when corresponding with us by phone, email, letter or social media. It is important that the personal data we hold about you is accurate and current. You should keep us informed if your personal data changes during your relationship with us.

We may also collect data about your computer, including your IP address and browser type for administrative purposes. This is for statistical and reporting purposes and will not identify an individual.

We will not make your personal details available to other third parties without your consent, unless obliged by law.

Data Retention/How long we keep your data

The retention period for personal data will vary depending on the type of record and legal or regulatory requirements. We will only retain this data for as long as it is relevant to fulfil the intention, we collect it for or for as long as required to by law.

On occasion, personal data may be retained for longer periods if it is in relation to a complaint or we believe we need to withhold destruction. Should our customers wish to discuss how long we retain the personal data we hold on them, we would that they contact us either via telephone, email or post.

Storage

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy Notice.

We manage our records to help us to serve our customers well and to comply with legal and/or regulatory requirements. Records help us demonstrate that we are meeting our responsibilities and to keep as evidence of our business activities.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Once we have received your data, we will use strict procedures to ensure security and prevent unauthorised access.

The system in which your information is held is produced in Iceland. This means that your data will be stored securely in the UK and Iceland. The UK government have confirmed that the European adequacy decision is in place until 27 June 2025, meaning your information will be secure.

As mentioned under 'how we will use your personal data', we may also share your data with Mailchimp. Mailchimp store data in the United States. The data is stored securely with standard contract clauses in place approved by the European Commission. Please refer to their privacy notice for further information.

Changes to the Notice

Where necessary, the Privacy Notice will be reviewed and may change from time to time. Any changes will be posted on the website.



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**Reliably supporting brokers.
Always.**

Questions and Concerns

If you require further information regarding the handling of your personal data or about this Privacy Notice, please refer to our [GDPR policy](#) available on our website.

Alternatively, if you have any questions or requests use the following contact information;

Data Protection Officer (DPO): Steven Buchanan

Email Address: steven.buchanan@kvika.co.uk

Postal Address: Ortus Secured Finance, Nations House, 103 Wigmore Street, London W1U 1QS



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