

# Privacy Notice

## Our Privacy Notice:

Our organisation is committed to protecting the privacy of your personal information. Our company is registered with the Information Commissioners Office (ICO) and complies with the Data Protection Act 1998 and with the data protection principles set out in the Act.

## Collection of Information – your consent

We may collect personal information from you if you provide it voluntarily.

If you do provide personal information to use, we will assume that you have read this Policy and have consented to us using your personal information in the ways described in this Policy and at the point where you give us your personal information.

If, after providing us with personal information, you later decide that you do not want us to use it for particular purposes, then please write to us at the appropriate address.

## Reasons for Collection of your Information

In the course of our dealing with you we may collect and process certain information about you, including your name, date of birth, address, contact details (including your email address and contact telephone number), payment details (where applicable), any benefits you receive or are entitled to (including disability benefits) (where applicable), and other information about you and your property in respect of which services and products may be provided. Your personal information may be used by us, our employees, contractors or agents to:

- identify you during any communication between you and us;
- assess eligibility for services and products (whether provided by us or on our behalf);
- communicate with you to arrange the provision of such services and products;
- administer and provide such services and products;
- detect and prevent loss, fraud and other criminal activity;
- carry out credit reference checks;
- carry out market research and to help us review, develop and improve the services and products we offer; and



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- contact you (in accordance with your preferences), by post, telephone, SMS, email and other electronic means with information about products, services, promotions, and offers that may be of interest to you.

In the event that we sell or buy any business or assets, we may disclose personal information held by us to the prospective seller or buyer of such business or assets. If we or substantially all of our assets are acquired by a third party, personal information held by us will be one of the transferred assets.

Your personal information may also be used by us, our employees or agents if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce any agreement we have with or otherwise concerning you, or to protect our rights, property or safety or those of our customers, employees or other third parties.

### **With whom do we share your personal information?**

Third parties such as a finance lender (where applying for a finance option). In connection with the above purposes, your personal information may be transferred to, or otherwise processed by third party service providers acting on our behalf, our agents and law enforcement authorities (including the police).

### **Access to Information**

The Data Protection Act 1998 gives you the right to access information held about you. You have the right to ask for a copy of the personal information held about you. You also have the right to ask for inaccuracies in information to be corrected. Any access request may be subject to a fee of £10 to meet our costs. A copy of the information held about you by us can be requested by writing to us at the address shown.

### **Transfer of Information Abroad**

We will not transfer your personal information outside the EU without first obtaining your consent.

### **Change of Policy**

We may occasionally change the Privacy Policy to reflect customer and company feedback. Any changes will be shown on this page.

### **Dealing with Data Protection Complaints**

We aim to comply fully with our obligations under the Data Protection Act (DPA) 1998. If a customer has any questions or concerns regarding our company's



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management of personal data including their right to access data about themselves, then they should contact the director who is responsible for ensuring our company is compliant with the DPA.

If our company holds inaccurate information, then the customer should write to our firm at the address shown providing the director with any evidence to show what the information should say keeping copies of the correspondence. If after a reasonable amount of time (28 days is recommended) the information has not been corrected, then the customer can make a complaint.

There are two courses of action:

1. Contact the director to process the complaint.
2. If the customer is still dissatisfied, they can go directly to the Information Commissioner, the independent body that oversees the DPA. They can be contacted on 0303 123 1113 or their website is [www.ico.org.uk](http://www.ico.org.uk).

