

BAILEY BEAUMONT

FINANCIAL SOLUTIONS LTD.



Description of our Data Protection arrangements





DATA PROTECTION ACT 1998 AND THE GDPR 2018 - USE OF YOUR PERSONAL INFORMATION

As you may be aware, the UK is one of the most highly regulated financial centres in the world. This legislation has been enacted to safeguard the interests of consumers and other persons purchasing and being advised about investments, insurance and other financial products and in use of their personal data. Against this backdrop, we are required to make certain regulatory and statutory declarations to you.

If engaged by you, we will collect data during our initial and other meetings with you about you and your family. We will also be collecting data about you and your family from other persons if relevant (for example, your accountant or solicitor). We collect the data through note-taking and filling in of questionnaires about you and your family's circumstances.

We may make checks with credit rating agencies to authenticate and verify your identity and credit status. We may also make checks with Institutions with whom you have policies of insurance and investments and with your mortgage provider. These checks are to help us with our obligations at law and generally to ensure that we provide you with advice that is suitable for your circumstances. The scope and extent of the gathering of information from third parties depends on what type of service you are taking from us.

How is your information used?

Primarily, we use your data and data about your family's circumstances to provide advice to you and complete transactions on your behalf. We analyse and assess your data to maintain and develop our relationships with you. We have a duty to "Know your Customer" under financial services regulation, and advice is impacted by many different aspects, such as employment situation, taxation, and so on.

Depending on the instructions we receive from you, we may pass your data to other professional advisers to enable us to provide advice most suited to your circumstances. Usually, this would be referrals to local accountants, solicitors, tax advisers and sometimes to specialist advisers in the financial and insurance industry where you may benefit from the expertise of such third parties. We, and any third party specialist advisers to whom we introduce you, will, of course, pass your data to Institutions if you agree to purchase or amend policies and products as part of the sales and advice process.

We will retain your data according to the statutory requirements for regulated products. For instance, if you are given specialist pension advice, the data will be retained indefinitely. If you want details of the statutory retention periods for various product types please contact us and we will obtain the latest legal position on your behalf.

We may be required to share your data with our regulator, the FCA and other third parties including our auditors. Your data may also be reviewed by a third party for compliance purposes.

Your data is held in our offices in computer-based and paper-based filing systems, and this may include tablets and smartphones. We do not store data outside of the EU, but it is possible that investment houses or insurance firms may do so. In that case, you may wish to ask for their Privacy Notice.

Lawful basis

Under GDPR, we must establish a lawful basis by which we collate information: in our case we could use either "legitimate interests" (i.e. Know Your Customer) or "consent". Consent provides clients with the most control under GDPR, meaning that if a client decides they no longer wish us to process their data, they can withdraw

their consent. As a customer-centric firm we believe this to be the fairest way to deal with our clients and their data.

Our products and services

We have a wide portfolio of financial (which could include mortgages) and insurance products available to us. We believe these are some of the best and most appropriate in the marketplace. We would also like to be able to contact you so that we can further advise you of developments of new products that might be suited to you. We also might advise you of legal developments that might make it appropriate for us, or for third parties, to give you pro-active advice about the investments, insurance and other financial products of which we are aware. We stress that your information would only be used in this way to help us to provide a pro-active service to you. As we all know, time is precious and none of us want to be bombarded with information that is simply not relevant or which we do not require.

There may be times when we feel that a service or product may be of interest to you. In order to make you aware of these services or products, we may wish to contact you so that you can make informed choices about your finances.

We will not share your data with any organisation other than in the course of carrying out our primary job, that of providing suitable financial advice.

We provide a list of possible communication methods at the end of this notice, and you are invited to indicate which methods are acceptable to you. You may change your preferences at any time by contacting us.

Your right to a copy of your personal data

Under the General Data Protection Regulations you have a right to obtain a copy of the personal information that we hold about you. If you believe that any information held is incorrect or incomplete, you should contact the Data Protection Officer at our usual address. Any information that is found to be incorrect or incomplete will be amended promptly. If we have shared that (previously) incorrect data with a third party, we will notify that third party also.

Our Data Protection Officer

We have appointed James Cheetham as our Data Protection Officer. He will have responsibility for ensuring on-going compliance with the regulations, regular review of our processes, and sharing up-dates on best practice and training for all our staff.

Breaches

If we become aware that your data has in any way been compromised, we will notify the Information Commissioner's Office within 72 hours. If the breach is high risk – such that you might suffer a monetary loss for example – we will also notify you of the breach, and what steps are being taken to minimise the impact of the breach.

Thank you for taking the time to read this notice: we confirm that we are at all times committed to making sure that, as you are a customer of a company authorised directly by the FCA, you receive the best service and products available in the marketplace.

Please sign below to confirm that you agree to us obtaining and using data about you as described:

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____

Communication Methods:

Post	YES	NO
Telephone	YES	NO
Email	YES	NO
Text	YES	NO
SMS	YES	NO

Please indicate for all the methods above whether you are happy for us to communicate with you by these methods.

Name: _____ Signature: _____

Date: _____

Name: _____ Signature: _____

Date: _____