

Privacy Notice – Instruction to Act Form



Businessxbridge **Privacy Notice – Instruction to Act Form**

Who we are

Businessxbridge is a commercial and residential property finance specialist broker based in Kent. We act as a broker for our customers. Businessxbridge are Authorised and Regulated by the Financial Conduct Authority.

How we will use the information about you

Here at Businessxbridge we take your privacy seriously and will use your personal information in a number of ways which will help us;

- detect, investigate, report, and seek to prevent financial crime
- manage risk for us, our customers and any of our partnering businesses
- obey laws and regulations that apply to us
- respond to complaints and seek to resolve them
- exercise our rights set out in business agreements
- for statistical analysis

We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies.

We will not disclose your information to any company outside of our select panel of service providers and lenders except to help prevent fraud or if required by law to do so.

For further information on how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please send your request to compliance@businessxbridge.co.uk.

Additional Marketing

However, from time to time we would like to contact you with detail of other products and services our lenders provide via email. Consent to us contacting you for this purpose will be established at the point of application and can be altered at any time.

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Your Personal Data:

What we need

Businessxbridge will be what is known as the 'controller' and the 'processor' of the personal data you provide to us. We collect personal data about you which may also include any special types of information or location-based information.

Information on the types of data Businessxbridge may gather is provided in our Privacy Policy available on our website.

To review the Privacy Policy please click on this link or visit
<https://www.Businessxbridge.co.uk/legals/privacy-cookies.html>

Why we need it

We need to know your basic personal data in order to provide you with an accurate recommendation for your personal circumstances. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

All the personal data we use is controlled by Businessxbridge in the UK. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework can be provided upon request.

We may pass your data to appropriate service providers such as solicitors or conveyancers where we deem appropriate in order to provide you with offers of products suitable to meet your customer requirements however, this will only be done with your consent.

Your data is stored securely on our encrypted server. Our server is based in the UK.

How long we keep it

We are required under GDPR to keep your basic personal data, such as name, date of birth, address, contact details for a minimum of 6 years after the relationship between both parties has ended, after which it may be destroyed. The information used for marketing will be kept with us until you notify us that you no longer wish to receive this information.

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What are your rights

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you with this information is free of charge, but charges may apply for excessive requests.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Where relevant, you have the right to withdraw consent at any time and this means that we cannot process your data provided without your consent.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO).

We will share your details with a suitable lender(s) from a selected panel of lenders so that they can process your information, allowing Businessxbridge to offer suitable and sustainable products that they provide. By signing, you are agreeing to the terms illustrated in this document and instruct Businessxbridge to act on your behalf.

Declaration

By signing, you confirm that you understand and agree to the terms outlined in this document. Additionally, you are confirming the information you have provided to Businessxbridge is accurate, up to date and in no way misleading.

Applicant 1

Signed..... Print Name.....Dated.....

Applicant 2

Signed..... Print Name.....Dated.....

Applicant 3

Signed..... Print Name.....Dated.....

Applicant 4

Signed..... Print Name.....Dated.....