

Commercial Financial Services – Privacy Notice

Who we are

Commercial Financial Services (CFS) is a trading style of Simon Jeremy Purdom t/as Commercial Financial Services and is a brokerage based at P O Box 263, Stowmarket IP14 3RU telephone 01449 677947. CFS is not a lender and acts as a broker for our clients. CFS is Authorised and Regulated by the Financial Conduct Authority. FRN 724959.

How we will use the information about you

CFS takes privacy seriously, will not use your personal information (collected directly from yourself or from publicly available web searches) for marketing purposes and will only use it to enable CFS to :-

1. Assess the most appropriate product offerings to meet your requirements.
2. For fraud prevention.
3. For potential future Financial Conduct Authority audit of our files.

We may share your information with lenders or product providers who themselves, if so authorised by you, may obtain information about you from credit reference agencies or fraud prevention agencies. Such parties must also give you the option of how your data is used and you will have the capacity to formally select how your data is handled.

We will not disclose, without your prior agreement, your information with any company or business other than those who will provide the lending you seek or aid in the provision of that lending or product expect to help prevent fraud or if required by law to do so.

If you request buildings or personal insurance cover we will not be able to give you advice as CFS has made the decision not to broker such products which are readily available in the open market.

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 contact simon@commercialfinancialservices.co.uk.

Additional Marketing

However, from time to time we would like to contact you with details of other lending products or services which we believe may be of assistance to you. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you; if you do not consent that is entirely fine and simply leave the boxes unticked.

☐ Email

☐ Phone

Your Personal Data:

What we need

CFS will be a controller and 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.

We also gather

Basic personal details (e.g. your name, date of birth and nationality)

Contact details (e.g. address, telephone number and email address)

Identification information (e.g. passport)

Financial information (e.g. bank account statements, payment cards and electronic payment details)

Why we need it

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

For processing of data to be lawful under GDPR Commercial Financial Services use;

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

What we do with it

All the personal data we use is controlled by CFS in the UK, however, for the purposes of IT hosting and maintenance, this information is located on servers which may be within the European Union. No third 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.

We may pass your data to lenders to provide you with offers of products suitable to meet your customer requirements.

Your data is stored electronically on our system provider's cloud encrypted server.

Paper data is stored in a secure environment for compliance purposes although paper copies of bank statements will be destroyed within 12 months of the completion of the loan.

How long we keep it

We are required under FCA regulations to keep your basic personal data, such as (name, address, contact information etc.) for a minimum of 6 years, after which time it will 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.

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.

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. Additionally you have the right to data portability. Whilst you also have the right to object to any automated decision-making and profiling CFS does not employ either approach.

If you wish to raise a complaint on how CFS have handled your personal data, you can contact Simon Purdom at simon@commercialfinancialservices.co.uk and the matter will be investigated on your behalf. For reference CFS ICO Membership is Z9647231.

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 by contacting the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, on 0303 123 1113 or by email to casework@ico.org.uk See also <https://ico.org.uk/global/contact-us/> for more information - live web chat is also available.

We will share your details with the appropriate companies/lenders, so that they process your information, allowing CFS to offer suitable and sustainable products that they provide. If you consent to us passing your details for the purposes within the notice, please sign to confirm.

Signed.....

Print Name.....

Dated.....