

# **BUSINESSMORTGAGESOLUTIONS**

Arranging Leisure & Hospitality Funding for over 30 years

## **Privacy Notice**

### **Who we are**

Business Mortgage Solutions are Commercial Finance Brokers based at 4 The Old Pump House, Clicketts Lane, Tenby. We act as a broker for our customers. Business Mortgage Solutions are Authorised and Regulated by the Financial Conduct Authority. FRN 734594

### **What data do we collect?**

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Proof of ID and residency
- Bank account statements

### **How do we collect your data?**

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register online or other communication methods for our services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

### **How will we use your data?**

Our Company collects your data so that we can:

- Process your application and manage your request.

When Our Company processes your data, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

### **How do we store your data?**

Our Company securely stores your data:

<b>Data Location</b>	<b>Security</b>
4 The Old Pump House, Clicketts Lane, Tenby SA70 8DR	Secure Server Locked cabinets

Our Company will keep your basic personal data for a minimum of 6 years. Once this time period has expired, we will delete your data by:

<b>Data Type</b>	<b>Duration</b>	<b>Data Deletion Method</b>
<ul style="list-style-type: none"> <li>Personal identification information (Name, email address, phone number, etc.)</li> </ul>	6 years	File deletion or shredding as appropriate
<ul style="list-style-type: none"> <li>Proof of ID and residency</li> </ul>	6 years	File deletion or shredding as appropriate
<ul style="list-style-type: none"> <li>Bank account statements</li> </ul>	6 years	File deletion or shredding as appropriate

### **Marketing**

Our Company would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Our Company from contacting you for marketing purposes or giving your data to other members of the Our Company Group.

### **What are your data protection rights?**

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Our Company erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Our Company's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [info@business-mortgage.com](mailto:info@business-mortgage.com)

Call us at: 01834 849797

Or write to us: 4 The Old Pump House, Clicketts Lane, Tenby, SA70 8DR

**Changes to our privacy policy**

Our Company keeps its privacy policy under regular review. This privacy policy was last updated on 06.01.2021

**How to contact us**

If you have any questions about Our Company’s privacy policy, the data we hold on you, or you would like to exercise one of your data protections rights, please do not hesitate to contact us.

email: info@business-mortgage.com

Call us at: 01834 849797

Or write to us: 4 The Old Pump House, Clicketts Lane, Tenby, SA70 8DR

**How to contact the appropriate authority**

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner’s Office.

We will share your details with the appropriate lenders, so that they process your information, allowing Business Mortgage Solutions 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.....