

Toni Cressey Mortgage Advisers

Privacy Policy

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal data, your rights in relation to your personal data and on how to contact us and supervisory authorities in the event you have a complaint.

Italicised words in this privacy notice have the meaning set out in the Glossary of Terms at the end of this document.

Who we are

Toni Cressey Mortgage Advisers collects uses and is responsible for certain personal data about you. When we do so we are required to comply with *data protection regulation* and we are responsible as a *data controller* of that personal data for the purposes of those laws.

Toni Cressey Mortgage Advisers is a company registered in England and Wales whose registered office is at 300 Station Road, New Waltham, Grimsby, North East Lincolnshire DN36 4QR . Toni Cressey Mortgage Advisers are authorised and regulated by the Financial Conduct Authority. Toni Cressey Mortgage Advisers Financial Services Register number is 300442. We provide you with Advice on Mortgages and Mortgage related Insurances.

The personal data we collect about you and use

In the course of providing our service to you we may collect, use and store the following personal data when you provide it to us either in person, by post, phone or email:

- *Identity Information*
- *Contact Information*
- *Financial information*
- *Employment Details*
- *Lifestyle information*
- *Health information*
- Data about criminal convictions or offences
- Details of any *vulnerability*
- Details of your dependents and/or beneficiaries under a policy **(If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.)**

Information collected from other sources

We also obtain personal data from other sources in the course of providing our *intermediary services*. Where we obtain this information from another party it is their responsibility to make sure they explain that they will be sharing personal data with us and, where necessary, ask permission before sharing information with us.

The personal data we obtain from other sources may include the following:

- From *lenders and/or product providers*:
 - *product details*
- From identification and verification checking agencies:
 - *identity information*
 - sanction check information
 - From our website using the web enquiry form

How we use your personal data

The below table sets out:

How we use your personal data and the lawful bases upon which we collect and use your personal data

Purpose/Activity	Lawful Basis for Processing
<ul style="list-style-type: none"> • To apply for decisions in principle for mortgage products and/or quotations for protection and/or general insurance products on your behalf • To apply for products on your behalf 	<ul style="list-style-type: none"> • Performance of a contract • Consent
<ul style="list-style-type: none"> • To continue our relationship with you which include customer reviews products bears expiry date 	<ul style="list-style-type: none"> • Legitimate Interests • Consent
<ul style="list-style-type: none"> • To respond to any enquiries regarding any services or advice provided to you by us in order to defend potential legal claims or complaints 	<ul style="list-style-type: none"> • Legitimate interests • To comply with our legal obligation
<ul style="list-style-type: none"> • To refer you to third party advisers to provide you with advice in relation to - Equity Release Mortgages 	<ul style="list-style-type: none"> • Consent
<ul style="list-style-type: none"> • To refer you to a conveyancing solicitor to assist you with the legal assistance for the sale/purchase/re-mortgage of the property you are applying for a mortgage on. 	<ul style="list-style-type: none"> • Consent

Who we disclose personal information to

Your personal data may be shared with third parties for the following purposes:

Type of recipient	Reason
<ul style="list-style-type: none"> Lenders and protection product suppliers 	<ul style="list-style-type: none"> To source and submit applications in order to provide the contract for the mortgage / protection application and the ongoing servicing of these contracts.
<ul style="list-style-type: none"> External Suppliers 	<ul style="list-style-type: none"> Specialist IT system providers to facilitate the sourcing of products, provide an appointment booking service and back up of client information
<ul style="list-style-type: none"> Regulators 	<ul style="list-style-type: none"> Sharing of information may be necessary to fulfil our legal obligations as a regulated profession, for example the Financial Conduct Authority, to verify your identity and comply with anti money laundering legislation and to co-operate with law enforcement, legal proceedings or regulatory authorities.
<ul style="list-style-type: none"> To refer you to third party advisers to provide you with advice in relation to - Equity Release Mortgages 	<ul style="list-style-type: none"> Consent from you only as we only provide a referral service for this type of enquiry
<ul style="list-style-type: none"> To refer you to a conveyancing solicitor to assist you with the legal assistance for the sale/purchase/re-mortgage of the property you are applying for a mortgage on. 	<ul style="list-style-type: none"> Consent

Special category data

Certain types of personal data are considered more sensitive and so are subject to additional levels of protection under data protection legislation. These are known as 'special categories of data' and include data concerning your health, racial or ethnic origin, genetic data and sexual orientation. Data relating to criminal convictions or offences is also subject to additional levels of protection.

We may process:

- *Health information and lifestyle information* when providing *intermediary services* in relation to a protection insurance product; and/or]

- Criminal conviction or offence information when providing *intermediary services* in relation to a general insurance product

In addition to the lawful basis for processing this information set out in the above table, we will be processing it either (i) for the purpose of advising on, arranging or administering an insurance contract or (ii) for the establishment, exercise or defence of legal claims.

In the course of our activities relating to the prevention, detection and investigation of financial crime, we may process criminal conviction or offence information. Where we do so, in addition to the lawful basis for processing this information set out in the above table, we will be processing it for the purpose of compliance with regulatory requirements relating to unlawful acts and dishonesty.

Marketing

We may use personal data we hold about you to help us identify, tailor and provide you with details of products and services from us that may be of interest to you. We will only do so where we have obtained your consent and then have a legitimate business reason to do this and will do so in accordance with any marketing preferences you have provided to us.

You can opt out of receiving marketing at any time. If you wish to amend your marketing preferences, please contact us:

By phone: 01472 211670

By email: toni@tonicressey.co.uk

By Post: Toni Cressey Mortgage Advisers, 300 Station Road, New Waltham, Grimsby, N.E.Lincs DN36 4QR

Whether information has to be provided by you, and if so why

We will tell you if providing some personal data is optional, including if we ask for your consent to process it. In all other cases you must provide your personal data in order for us to provide you with *intermediary services*.

How long your personal data will be kept

We will hold your personal data for differing periods of time depending upon the reason we have for processing it. These retention periods are set out below.

Type of Record	Retention Period
Mortgage or Insurance Enquiry/application that did not proceed to completion	12 months from date of most recent meeting or correspondence.
Successful mortgage/protection applications	25 years from the date the mortgage commences or 7 years from the date the latest protection product expires

Transfer of your information out of the EEA

Some of our external suppliers are based outside the European Economic Area (EEA) so their processing of your personal data will involve a transfer of data outside the EEA. Where we use providers based in the US, we may transfer data to them if they are part of the Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US.

Your rights

You have legal rights under *data protection regulation* in relation to your personal data. These are set out under the below headings:

- To access personal data
- To correct / erase personal data
- To restrict how we use personal data
- To object to how we use personal data
- To ask us to transfer personal data to another organisation
- To object to automated decisions
- To find out more about how we use personal data

We may ask you for proof of identity when making a request to exercise any of these rights. We do this to ensure we only disclose information or change your details where we know we are dealing with the right individual.

We will not ask for a fee, unless we think your request is unfounded, repetitive or excessive. Where a fee is necessary, we will inform you before proceeding with your request.

We aim to respond to all valid requests within one month. It may however take us longer if the request is particularly complicated or you have made several requests. We will always let you know if we think a response will take longer than one month. To speed up our response, we may ask you to provide more detail about what you want to receive or are concerned about.

We may not always be able to fully address your request, for example if it would impact the duty of confidentiality we owe to others or if we are otherwise legally entitled to deal with the request in a different way.

To access personal data

You can ask us to confirm whether or not we have and are using your personal data. You can also ask to get a copy of your personal data from us and for information on how we process it.

To rectify / erase personal data

You can ask that we rectify any information about you which is incorrect. We will be happy to rectify such information but would need to verify the accuracy of the information first.

You can ask that *we* erase your personal data if you think *we* no longer need to use it for the purpose *we* collected it from you.

You can also ask that *we* erase your personal data if you have either withdrawn your consent to *us* using your information (if *we* originally asked for your consent to use your information), or exercised your right to object to further legitimate use of your information, or where *we* have used it unlawfully or where *we* are subject to a legal obligation to erase your personal data.

We may not always be able to comply with your request, for example where *we* need to keep using your personal data in order to comply with *our* legal obligation or where *we* need to use your personal data to establish, exercise or defend legal claims.

To restrict our use of personal data

You can ask that *we* restrict *our* use of your personal data in certain circumstances, for example

- Where you think the information is inaccurate and *we* need to verify it;
- Where *our* use of your personal data is not lawful, but you do not want *us* to erase it;
- Where the information is no longer required for the purposes for which it was collected but *we* need it to establish, exercise or defend legal claims; or
- Where you have objected to *our* use of your personal data, but *we* still need to verify if *we* have overriding grounds to use it.

We can continue to use your personal data following a request for restriction where *we* have your consent to use it; or *we* need to use it to establish, exercise or defend legal claims, or *we* need to use it to protect the rights of another individual or a company.

To object to use of personal data

You can object to any use of your personal data which *we* have justified on the basis of our legitimate interest, if you believe your fundamental rights and freedoms to data protection outweigh *our* legitimate interest in using the information. If you raise an objection, *we* may continue to use the personal data if *we* can demonstrate that *we* have compelling legitimate interests to use the information.

To request a transfer of personal data

You can ask *us* to provide your personal data to you in a structured, commonly used, machine-readable format, or you can ask to have it transferred directly to another *data controller* (e.g. another company).

You may only exercise this right where *we* use your personal data in order to perform a contract with you, or where *we* asked for your consent to use your personal data. This right does not apply to any personal data which *we* hold or process outside automated means.

To contest decisions based on automatic decision making

If we made a decision about you based solely by automated means (i.e. with no human intervention), and the decision made by *us* produces a legal effect concerning you, or significantly affects you, you may have the right to contest that decision, express your point of view and ask for a human review. These rights do not apply where *we* are authorised by law to make such decisions and have adopted suitable safeguards in *our* decision-making processes to protect your rights and freedoms.

You can contact us for more information

If you are not satisfied with the level of information provided in this privacy notice, you can ask *us* about what personal data *we* have about you, what *we* use your information for, who *we* disclose your information to, whether *we* transfer it abroad, how *we* protect it, how long *we* keep it for, what rights you have, how you can make a complaint, where *we* got your data from and whether *we* have carried out any automated decision making using your personal data.

If you would like to exercise any of the above rights, please:

- email or write to Toni Cressey - our Data Protection Officer/Data Privacy Manager at toni@toni.cressey.co.uk or Toni Cressey Mortgage Advisers, 300 Station Road, New Waltham, Grimsby, N.E.Lincs DN36 4QR
- Let us have enough information to identify you, e.g. name, address, date of birth;
- Let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
- Let us know the information to which your request relates.

Keeping your personal data secure

We have appropriate security measures in place to prevent personal data from being accidentally lost or used or accessed in an unauthorised way. *We* limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. *We* will notify you and any applicable regulator of a suspected data security breach where *we* are legally required to do so.

Our supervisory authority

If you are not happy with the way *we* are handling your information, you have a right to lodge a complaint with the Information Commissioners Office. It has enforcement powers and can investigate compliance with *data protection regulation* (www.ico.org.uk).

We ask that you please attempt to resolve any issues with us before the ICO.

How to contact us

Please contact **Toni Cressey** - Our Data Protection Officer/Data Privacy Manager if you have any questions about this privacy notice or the information we hold about you.

Please send an email to toni@tonicressey.co.uk or write to Toni Cressey Mortgage Advisers, 300 Station Road, New Waltham, Grimsby N.E.Lincs DN36 4QR.

Glossary of Terms

We, us or our	Toni Cressey Mortgage Advisers A company registered in (England and Wales) (Scotland) and having its registered office at 300 Station Road, New Waltham, Grimsby, N.E.Lincs DN36 4QR.	Employment status	This is information about your work, if you are employed, self-employed, unemployed, a student or on job seeker allowance
Contact Information	These are details that can be used to contact a person, including title, first name, surname, personal telephone number, fax, email address, home address, country, postcode or city of residence. This may also include work contact information such as work telephone number, fax, work email and work address	FCA	The Financial Conduct Authority, being the independent watchdog that regulates financial services
Data Controller	Means a natural or legal person (such as a company) which determines the means and purposes of processing of personal data. For example, <i>we</i> are your data controller as <i>we</i> determine how <i>we</i> will collect personal data from you, the scope of data which will be collected, and the purposes for which it will be used in the course of <i>us</i> providing you with <i>intermediary services</i>	Financial Information	This is information relating to your financial status, including salary/income, outgoings/expenditure, tax rate and P60 credit history and account conduct
Data Protection Regulation	Applicable data privacy and protection laws	Lenders	A mortgage lender (for a list of current lenders which <i>we</i> work with, please contact <i>us</i> – see <i>How to contact us</i> above)

Health Information	This is information relating to your medical history, including symptoms, diagnoses, procedures and outcomes, as well as information about your height and weight. This could include previous and current or persistent medical conditions and family medical history	Product Provider	A company which provides investment, pension, protection and/or general insurance products (for a list of product providers which we work with, please contact <i>us</i> – see <i>How to contact us</i> above)
Identity Information	This is any information that can be used to distinguish a person or verify their identity, such as name, date of birth, place of birth, gender, marital status, national identity card/number, passport, drivers licence and national insurance number	Sanction Check Information	This is information relating to your politically exposed persons (PEPs) status and Her Majesty’s Treasury financial sanctions status, which is recorded to prevent fraud and money laundering
Intermediary Services	These are the services we provide to you in relation to the products, which may include: <ul style="list-style-type: none"> • Mortgages and Mortgage related insurances 	Vulnerability	A vulnerable consumer is someone who, due to their personal circumstances, is especially susceptible to detriment, particularly when an advisory firm is not acting with appropriate levels of care. These customers are more likely to suffer severe detriment if something goes wrong. Details of vulnerability fall in to the following categories: health; resilience (financial); life events; and capability (financial knowledge/ confidence)
Lifestyle Information	This includes both work and leisure behaviour patterns. Most relevant to your <i>products</i> may be your smoker status, alcohol consumption, health, retirement age and exercise habits		
Product	This is a mortgage, protection and/or general insurance product in respect of which we provide <i>intermediary services</i> to you		