

GLOBAL BUSINESS FINANCE

Privacy and Personal Data Policy

At Global Business Finance we take Privacy and Data Protection very seriously and will only share your information with authorised firms and organisations such as banks, valuers, solicitors and accountants for the purpose of raising finance.

Global will keep personal data it receives about you private and confidential but may share it with other businesses (in accordance with local laws) in order to arrange the finance you have requested that we seek upon your behalf.

You can ask us for a copy of the information Global keeps about you in connection with this arrangement and if you believe that any information that Global Business Finance holds about you is incorrect or incomplete, you should write to us immediately.

The data we hold will be held on computer with a passworded access and also in paper form within files held in locked steel filing cabinets and in offices that are locked and alarmed outside of business hours.

After a period of 7 years of inactivity on a paper file, we will have the file shredded using a commercial shredding company with commercial cross shredding equipment to ensure secure destruction of the personal data.

In relation to computer held data we will keep this on a hard drive and if the computer is replaced data will be transferred to a new system and the old hard drive will be destroyed.

Any breach resulting in a loss of personal data would result in a declaration to the ICO, Information Commissioner's Office under GDPR regulations.

The collection of data and personal information from you will be fairly wide ranging as we are having to speak with lenders upon your behalf and furnish them with a lot of information about you as a business and a private individual. So information required and held will include but not be limited too Name, address, age, business address and type, usually 3 years business accounts and possibly cash flow projections, personal and business bank statements, credit history including any defaults or negative credit history plus fee lists, business brochures, website and contact details both business and personal to include email addresses, land and mobile telephone numbers.

Marketing ... in connection with marketing we may write to you, email you and telephone you using the data you have provided to us, to keep you informed in changes in products and offers. You can choose not to receive such communications by advising us in writing.

You can contact us in writing by post at : Global Business Finance, 350 / 352 Old Bath Road, Cheltenham, Glos, GL53 9AF.

