
Data Protection & Privacy statement

CLIENTS and POTENTIAL CLIENTS

“Personal Data” includes all or any of personal name, address, telephone number, email address and any other personal identifier (eg photographs) of a client or potential client.

PURPOSE

1. We require Personal Data (which we would ask you to please keep up to date) of clients and their management to enable us to communicate with you.

PROCESSING

2. Personal Data will be processed in our electronic and/or paper records. It will be available for inspection by any member of the BFS management team. It will not be shared with outside third parties except as required or permitted by law or by any regulatory authority and except as set out below. It will not be retained longer than necessary, but in any event no later than after the expiry of six years after business between us has ceased. Personal Data which already has been manifestly made public by a client or potential client, e.g. by a record at Companies House or on the client's website may be retained and used indefinitely.

USE

3. Personal Data will be used in compliance with BFS legal obligations including but not limited to anti-money laundering laws and as necessary for the performance of a contract to which clients are party or in order to take steps at the request of potential clients prior to entering into a contract. We will also record attendance of who is, and has been, on our courses &/or Seminars and when, to enable follow-up as part of our legitimate interests.
4. Emails to a group of clients sent out by BFS will have one addressee (usually a BFS Officer) with other addressees 'blind-copied' in order to keep clients' Personal Data confidential.

COMPLIANCE

5. The internet is not a secure medium but we will use all reasonable endeavours to maintain confidentiality of Personal Data. We will use our best efforts to comply with regulations, introduced from time to time, on data protection and privacy/electronic communications.

CONSENT

6. You are asked separately to Consent positively by an online or hard copy form to receiving details of promotional events and courses. We may send out information by post, telephone or email. **You may cancel this Consent at any time** by written notice to the any director of BFS by completing the withdrawal of Consent form available online or hard copy form.

ANY ISSUES ARISING

7. Any issues on data protection or privacy issues, please contact the Data Controller of Business Finance Services Limited by phoning 01327 349779, by e-mailing datacontroller@bufinserv.co.uk or in writing.

PROFESSIONAL CONTACTS

“**Personal Data**” includes all or any of personal name, address, telephone number, email address and any other personal identifier (e.g. photographs) of a Business Angel or professional contact, adviser, commission agent, or supplier (“professional contacts”)

PURPOSE

1. We require Personal Data (which we would ask you to keep up to date) of professional contacts to enable us to communicate with you.

PROCESSING

2. Personal Data will be processed in our electronic and/or paper records. It will be available for inspection by any member of the BFS management team. It will not be shared with outside third parties except as required or permitted by law or by any regulatory authority and except as set out below. It will not be retained longer than necessary. Personal Data which already has been, and continues to be, manifestly made public by a professional adviser, (eg by a record at Companies House and/ or on the client’s website) may be retained and used indefinitely.

USE

3. Personal Data will be used in compliance with BFS’ legal obligations including but not limited to anti-money laundering laws and taxation, and as necessary for the performance of a contract to which professional contacts and/or their clients are party or in order to take steps at their request prior to entering into a contract. We will also record attendance of who is, and has been, on our courses &/or our seminars and when, to enable follow-up as part of our legitimate interests.
4. Emails to a group of professional contacts sent out by BFS will have one addressee (usually a BFS Officer) with other addressees ‘blind-copied’ in to keep Personal Data confidential.

COMPLIANCE

5. The internet is not a secure medium but we will use all reasonable endeavours to maintain confidentiality of Personal Data. We will use our best efforts to comply with regulations from time to time on data protection and privacy/electronic communications.

CONSENT

6. You are asked separately to Consent positively by an online or hard copy form to receiving contacts for promotional events and courses and sources for possible investments. We may send out information by post, telephone or email. **You may cancel this Consent** at any time by written notice to the any director of BFS by completing the withdrawal of Consent form available online or hard copy form.

ANY ISSUES ARISING

8. Any issues on data protection or privacy issues, please contact The Data Controller at Business Finance Services Limited by phoning 01327 349779, by e-mailing datacontroller@bufinserv.co.uk or in writing.