

Customer Privacy Notice

Solicitors | Estate Agents | Financial Services

Why should you read this document?

During the course of dealing with us, we will ask you to provide us with detailed personal information relating to your existing circumstances, your financial situation and, in some cases, your health and family health history ('Your Personal Data'). This document is important as it allows us to explain to you what we will need to do with 'Your Personal Data', and the various rights you have in relation to 'Your Personal Data'.

What do we mean by 'Your Personal Data'?

'Your Personal Data' means any information that describes or relates to your personal circumstances. 'Your Personal Data' may identify you directly, e.g. your name, address, date of birth, National Insurance Number or it may identify you indirectly, e.g. your employment situation, your physical and mental health history or any other information that could be associated with your cultural or social identity.

In the context of providing you with assistance in relation to any of your investment, mortgage and/or insurance requirements, 'Your Personal Data' may include:-

- Title, name, date of birth, gender, nationality, civil/marital status, contact details, address and documents that are necessary to verify your identity
- Employment and remuneration information (including salary/bonuses/overtime/sick pay/other benefits) and employment history
- Bank account details, tax information, loans and credit commitments, personal credit history, sources of income and expenditure, family circumstances and details of dependents
- Health status and history, details of treatment and prognosis, medical reports (further details are provided below with regard to the processing we may undertake in relation to this type of information)
- Any pre-existing investment, mortgage and/or insurance products and the terms and conditions of these

The basis on which our firm will deal with 'Your Personal Data'

When we speak to you about your investment, mortgage and/or insurance requirements, we do so on the basis that both parties are entering a contract for the supply of services.

Irvine

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Partner:

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Associate:

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Financial Services:

Alan Hewitt BSc., Dip. PFS, Cert CII(MP & ER)

Practice Manager:

Deborah Hart, S.L.A.

Head Cashier:

Julie Fleming, S.L.A.

Troon

8 Academy Street
Troon KA10 6HS

Tel: 01292 313737

Fax: 01292 317856

DX 557801 TROON

troon@mcsherryhalliday.co.uk

Partner:

James B. Morrison, LL.B., N.P.



In order to perform that contract, and to arrange the products you require, we have the right to use 'Your Personal Data' for the purposes detailed below.

Alternatively, either in the course of initial discussions with you or when the contract between us has come to an end for whatever reason, we have the right to use 'Your Personal Data' provided that it is in our legitimate business interest to do so and your rights are not affected. For example, we may need to respond to requests from mortgage lenders, insurance providers and our compliance service provider relating to the advice we have given to you, or to make contact with you to seek feedback on the service that you received.

On occasion, we will use 'Your Personal Data' for contractual responsibilities that we may owe our regulator, The Financial Conduct Authority, or for wider compliance with any legal or regulatory obligation to which we might be subject. In such circumstances, we would be processing 'Your Personal Data' in order to meet a legal, compliance or other regulatory obligation to which we are subject.

The basis on which we will process certain parts of 'Your Personal Data'

Where you ask us to assist you with, for example, your insurance/ethical investments, in particular life insurance and insurance that may assist you in the event of an accident or illness, we will ask you information about your ethnic origin, your health and medical history ('Your Special Data'). We will record and use 'Your Special Data' in order to make enquiries of insurance/investment providers in relation to products that may meet your needs and to provide you with advice/guidance regarding the suitability of any product that may be available to you.

If you have parental responsibility for children under the age of 13, it is also very likely that we will record information on our systems that relates to those children and potentially to their 'Special Data'.

The arrangement of certain types of insurance may involve disclosure of information relating to historic or current criminal convictions or offences ('Criminal Disclosures'). This is relevant to insurance-related activities such as underwriting, claims and fraud management.

We will generally use 'Your Special Data' and any 'Criminal Disclosures' in the same way as 'Your Personal Data', as set out in this Customer Privacy Notice.

Information on 'Special Data' and 'Criminal Disclosures' must be capable of being exchanged freely between insurance intermediaries such as our firm and insurance providers to enable customers to secure the important insurance protection that their needs require.

How do we collect Your Personal Data?

We will collect and record 'Your Personal Data' from a variety of sources, but mainly directly from you. You will usually provide information during the course of our initial meetings or conversations with you to establish

your circumstances, needs and preferences in relation to investments, mortgages and/or insurance. You will provide information to us verbally and in writing, including email.

We may also obtain some information from third parties e.g. credit checks, information from your employer and searches of information in the public domain such as the Electoral Roll. If we use technology solutions to assist in the collection of 'Your Personal Data', e.g. software that is able to verify your credit status, we will only do this if you have provided consent for us or our nominated processor to access your information in this manner. With regards to electronic ID checks, we would not require your consent but would inform you of how such software operates and the purpose for which it is used.

What happens to 'Your Personal Data' when it is disclosed to us?

In the course of handling 'Your Personal Data', we will:-

- Record and store 'Your Personal Data' in our paper files, mobile devices and on our computer systems (i.e. websites, email, hard drives, and cloud facilities). This information can only be accessed by employees and consultants within our firm and only when it is necessary to provide our service to you and to perform any administration tasks associated with or incidental to that service.
- Submit 'Your Personal Data' to investment product providers, mortgage lenders and/or insurance product providers, both in paper form and online via a secure portal. The provision of this information to a third party is essential in allowing us to progress any enquiry or application made on your behalf and to deal with any additional questions or administrative issues that lenders and providers may raise.
- Use 'Your Personal Data' for the purposes of responding to any queries you may have in relation to any investment, mortgage product or insurance policy that you may take out, or to inform you of any developments in relation to those products/policies of which we might become aware.

Sharing 'Your Personal Data'

From time to time, 'Your Personal Data' will be shared with:-

- Investment providers, mortgage lenders and/or insurance providers
- Third parties who we believe will be able to assist us with your enquiry or application, or who are able to support your needs as identified. These third parties will include but may not be limited to, our compliance advisers, product specialists, estate agents, providers of legal services such as estate planners, conveyancing, surveyors and valuers (in each case where we believe this to be required due to your particular circumstances).

In each case, 'Your Personal Data' will only be shared for the purposes set out in this Customer Privacy Notice, i.e. to progress your investment, mortgage and/or insurance enquiry and to provide you with our professional services.

Please note that this sharing of 'Your Personal Data' does not entitle such third parties to send you marketing or promotional messages; it is shared to ensure that we can adequately fulfil our responsibilities to you, and as otherwise set out in this Customer Privacy Notice.

We do not envisage that the performance of our service will involve 'Your Personal Data' being transferred outside of the European Economic Area.

Security and retention of 'Your Personal Data'

Your privacy is important to us and we will keep 'Your Personal Data' secure in accordance with our legal responsibilities. We will take reasonable steps to safeguard 'Your Personal Data' against it being accessed unlawfully or maliciously by a third party.

We also expect you to take reasonable steps to safeguard your own privacy when transferring information to us, such as not sending confidential information over unprotected email, ensuring email attachments are password protected or encrypted and only using secure methods of postage when original documentation is being sent to us.

'Your Personal Data' will be retained by us either electronically or in paper format for a minimum of six years, or in instances whereby we have legal right to such information we will retain records indefinitely.

Your rights in relation to 'Your Personal Data'

You can:-

- request copies of 'Your Personal Data' that is under our control
- ask us to further explain how we use 'Your Personal Data'
- ask us to correct, delete or require us to restrict or stop using 'Your Personal Data' (details as to the extent to which we can do this will be provided at the time of any such request)
- ask us to send an electronic copy of 'Your Personal Data' to another organisation should you wish
- change the basis of any consent you may have provided to enable us to market to you in the future (including withdrawing any consent in its entirety)

How to make contact with our firm in relation to the use of 'Your Personal Data'

If you have any questions or comments about this document, or if you wish to make contact in order to exercise any of your rights set out within it, please contact:-

Mrs Martha Clark
Bank Chambers
42 Bank Street
Kilmarnock
KA1 1HA

If we feel that we have a legal right not to deal with your request, or to action it in a different way to how you have requested, we will inform you of this at the time.

You should also make contact with us as soon as possible if you become aware of any unauthorised disclosure of 'Your Personal Data', so that we may investigate and fulfil our own regulatory obligations.

If you have any concerns or complaints as to how we have handled 'Your Personal Data', you may lodge a complaint with the UK's data protection regulator, the ICO, who can be contacted through their website at <https://ico.org.uk/global/contact-us/> or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Consent Form

I hereby grant McSherry Halliday permission to process my personal data for the purpose stated in the Customer Privacy Notice.

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____

Marketing Consent

I hereby grant McSherry Halliday permission to process my personal data for the purpose of marketing. By providing your consent, you agree that you have given your express permission for us to market you regarding products and services that we think may be of interest to you and by any means of communication that is suitable at the time.

If you do not indicate your agreement for us to make contact with you, we may be unable to provide you with details of products and/or services that may suit your needs and circumstances.

We would like to maintain a record of your express consent for us to contact you by post, telephone, SMS, email and instant messaging for marketing our products or services that we think may be of interest to you. Please indicate your consent to us contacting you by any of the means specified below:

Post Telephone SMS Email Instant Messaging

Signed: _____

Print Name: _____

Date: _____

Signed: _____

Print Name: _____

Date: _____