

CASHBOOK FINANCE LIMITED

Data Protection Acknowledgement

Consent, information use and credit-reference terms

PRIVATE
**CLIENT
 FORM**

CASHBOOK FINANCE LIMITED AND ITS ASSOCIATED COMPANIES

01 ORGANISATION DETAILS

Complete the fields below before signing.

COMPANY NAME	UK REGISTRATION NUMBER
DIRECTOR(S)	SHAREHOLDER(S)
OTHER CONNECTED PERSONS	DATE COMPLETED

ACKNOWLEDGEMENT

By signing this Data Protection Acknowledgement, You confirm to Us that all Information (as defined below) You have supplied, or will supply, is true and correct, and You acknowledge and agree to the terms set out in this document.

02 MEANINGS

Key terms used throughout this acknowledgement.

“Information” Information You have supplied, any further details You supply to Us, and any information We obtain from enquiries We make about You.	“We”, “Us” and “Our” Cashbook Finance Limited and its associated companies.
“Associated Companies” Any subsidiary, affiliate or other firm directly or indirectly controlled from time to time by Cashbook Finance Limited.	“You” and “Your” The company, partnership, LLP, unincorporated association or sole trader described above (the “Organisation”) and, where appropriate, individuals connected with the Organisation whose personal information is provided to and/or held by Us.

03 YOUR CONSENT AND CREDIT SEARCHES

- You consent to Us storing and processing information about You for administration, credit and financial assessment, market analysis, preparing statistics, protecting interests, and preventing fraud and money laundering. You accept that information may be passed to persons based outside the European Economic Area where data-protection laws may be less demanding than those in the UK.
- We may search Your records held by credit-reference and fraud-prevention agencies (“Credit Agencies”), including when checking Your application to Us. Other organisations making searches may see details of those searches. We and they may use searches to prevent fraud or money laundering or to make credit decisions about You. If inaccurate information is provided and We suspect fraud, We may record this with a Credit Agency. Such information, and information referred to in clause 3 below, may be shared with other organisations.

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DATA PROTECTION TERMS

How We Use and Share Information

Recipients, communications, call recording and your rights

04 INFORMATION RECIPIENTS

We may give information about You to the following persons and organisations.

<p>3.1 A Credit Agency, so that it and others searching its records may use the information to help make decisions about You, Your associated business or members of Your household;</p>	<p>3.5 Bankers, financiers or other advisers acting on Your, Our or any Organisation's behalf, so that they may carry out their services for that person;</p>
<p>3.2 Service providers, including Your insurers and any Organisation's insurers for underwriting purposes. They may pass information to persons they deal with and to users of their services, and may provide Us with information and personal data from their own sources;</p>	<p>3.6 Persons assessing Your financial position or considering whether to offer facilities to the Organisation or to You;</p>
<p>3.3 Legal and tax advisers, and persons involved in any Small Firms Loan Guarantee Scheme application relating to an Organisation, to help them provide their services;</p>	<p>3.7 Any person where We are allowed or required to disclose information by law;</p>
<p>3.4 Any of You, or any person giving or potentially giving a guarantee, indemnity or other commitment in relation to Your obligations to Us, so that they may assess their obligations to Us;</p>	

05 COMMUNICATIONS, RECORDING AND YOUR RIGHTS

- If You do not wish to be contacted by Us about market research or services that may be of interest to You, You may tell Our Data Protection Compliance Officer using the contact details below. We will not pass information about You to others for direct marketing.
- We may monitor and/or record Your telephone calls to Us for training or security purposes. Such recordings belong to Us.
- If You want details of the Credit Agencies and other persons described in this Data Protection Acknowledgement, or a copy of the information held about You, please contact Our offices. A fee may be payable where permitted by law.

DATA PROTECTION CONTACT

Cashbook Finance Limited · Cumberland House, 24-28 Baxter Avenue · Southend-on-Sea, Essex SS2 6HZ
020 3239 0699 · info@cashbookfinance.co.uk

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SIGNATURES

Individual Acknowledgements

Complete one panel for each connected individual

COMPLETION NOTE

Each director, shareholder or other connected individual whose personal information is provided to Cashbook Finance Limited should complete and sign a separate panel below.

INDIVIDUAL 1 · DIRECTOR / SHAREHOLDER / OTHER		INDIVIDUAL 2 · DIRECTOR / SHAREHOLDER / OTHER	
FULL NAME		FULL NAME	
RESIDENTIAL ADDRESS		RESIDENTIAL ADDRESS	
NATIONAL INSURANCE NUMBER	DATE OF BIRTH	NATIONAL INSURANCE NUMBER	DATE OF BIRTH
SIGNATURE	SIGNATURE DATE	SIGNATURE	SIGNATURE DATE
INDIVIDUAL 3 · DIRECTOR / SHAREHOLDER / OTHER		INDIVIDUAL 4 · DIRECTOR / SHAREHOLDER / OTHER	
FULL NAME		FULL NAME	
RESIDENTIAL ADDRESS		RESIDENTIAL ADDRESS	
NATIONAL INSURANCE NUMBER	DATE OF BIRTH	NATIONAL INSURANCE NUMBER	DATE OF BIRTH
SIGNATURE	SIGNATURE DATE	SIGNATURE	SIGNATURE DATE

Please retain a completed copy for your records.