



BUSINESS AREA - ACCOUNTS

ACQUISITION

Data is collated via the following methods;

- Customer account forms
- Direct Debit forms
- e-Mail
- Telephone call

TYPE

Identifiable data captured can include the following;

- Individual contact name
- Individual contact Phone Number
- Individual contact e-mail address
- DD Information
- Bank details

For Sole Trader status this could also include;

- Business Name
- Business Address
- Business e-mail
- Business Phone Number

STORAGE

Data is stored in the following places;

- Company SAP system with security systems in place
- Account Application Forms & DD Forms are stored in paper form in a secure environment

NB. Credit Card data may be captured for an individual transaction but is not stored
Cheques are no longer copied prior to transfer to the bank.

USE

We use the data we hold for the following purposes;

- To conduct business transactions
- Comply with requirements from HMRC