

## Stewart Hindley & Partners LLP Data Protection Statement

Any personal data provided to Stewart Hindley & Partners LLP is treated in the strictest of confidence and is only held on record for the duration of obtaining the finance you have applied for.

Your data is only shared with the lenders who are considering your loan. It is the responsibility of the lender to check identification, credit reports, financial standing etc.

Personal data we request:-

- ❖ Copy of photo id such as passport or driving licence
- ❖ Copy of 2 recent utility bills
- ❖ Statement of Assets & Liabilities
- ❖ Statement of Income & Expenditure
- ❖ Bank statements both personal and business (where necessary)

We only share this information directly with the lender and it forms part of the loan application.

Lenders carry out their own due diligence on applicants

## Client Database

Stewart Hindley & Partners LLP maintains a client database for marketing purposes. The only personal data on this system is name, contact number and email address. This data is used to distribute the company newsletter and subscription can be cancelled at any time by the recipients. This data is not shared with or distributed to any 3<sup>rd</sup> party.

## Destruction of Data

Stewart Hindley & Partners LLP confirm that the personal data we request is deleted 1month after completion of the commercial mortgage or if the client declines to take the case forward.

Stewart Hindley & Partners LLP stores data electronically however there are some instances where physical copies are used. All electronic personal data is erased from our servers and any physical data is securely destroyed using a cross cut shredder.