

Fair Processing Notice

This document details how your personal data could be and is used in our company.

This Fair Processing Notice is published on behalf of Business Funding Portal (BFP).

As such, any references to “BFP”, “we”, “us” or “our” in this Fair Processing Notice are references to the relevant division of BFP (as named in your agreement) which is responsible processing your for data.

BFP act as a Data Controller. This means that we are responsible for, and control the processing of, your personal information in accordance with data privacy laws. We are committed to the highest standards of data privacy and will only use your information for clearly described purposes and in accordance with your data protection rights.

Our Data Protection Team can be contacted on the telephone number or email address info@fitoutfinance.co.uk

How we collect, use and share your data

We will use personal data (some of which is obtained from you as part of your application and some of which is obtained from publicly accessible sources, such as credit reference agencies) in connection with any application you make to us, or any Agreement you enter with us or our funders.

We use publicly available data from Experian, CreditSafe and Companies House.

We may also be required to process the personal data of any person linked to your application for finance, including any joint applicants, any person with whom your finances are linked, any person with at least a 25% share in your business, or any director or partner in order to assess your application for finance. You are responsible for sharing this Fair Processing Notice with them so they are aware how their personal data may be processed.

We will rely on legitimate interest as the lawful basis for processing your personal data (and the personal data of any linked person) in these ways. We will use your personal data in order to assess your application for finance and, if your application is successful, to provide the requested financial services to you and for the ongoing administration of the service.

We may also share information with third parties such as our funders.

Should you require, we will provide details of these third parties and how they may process your data.

If your application is successful and you enter into an Agreement with us or our funders, we use your data to provide finance to you, for the ongoing administration of your Agreement and to help understand your needs and business trends to improve our products and services.

We rely on legitimate interest to process your personal data (and that of any linked person) in these ways. We may use your personal data to advise you about our other services and products which may be of interest to you (where you have consented to receive such marketing materials).

We will rely on consent as the lawful ground for processing your personal data for marketing purposes and will obtain consent from you before sending any marketing communications. You may withdraw your consent for marketing

activities at any time by emailing us at remove@fitoutfinance.co.uk

The personal information we have collected from you will or may be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment.

Your Rights

Your personal data is protected by legal rights, which include your rights to object to our processing of your personal data; request that your personal data is erased or corrected; request access to your personal data. For more information or to exercise your data protection rights, please contact us by email info@fitoutfinance.co.uk.

The rights include:

Right to access - You have a right of access under the Data Protection Act to information we hold about you on our records.

Right to rectification If you become aware that we are holding information about you which is in any way incorrect, please let us know immediately so that we may amend it as quickly as possible.

Right to erasure - You have the right to require us to delete your data, subject to certain legal requirements.

Right to restriction of processing - You have the right to require us to restrict the way in which we process your personal data. You may wish to restrict processing if, for example: you contest the accuracy of the data and wish to have it corrected; you object to processing but we are required to retain the data for reasons of public interest; or if you would prefer restriction to erasure.

Right to data portability - You have the right to obtain from us easily and securely the personal data we hold on you for any purpose you see fit.

Right to object to processing - You have the right to require us to stop processing your personal data should you wish the data to be retained but no longer processed.

Right of access - You have the right to request access to personal data that we may process about you.

Right to withdraw consent - You have the right at any time to withdraw consent allowing us to process your personal data. If you would prefer to receive a copy of our Data Privacy Policy by email or post, please contact us using the details shown above.

Our Data Privacy Policy contains detailed information about: who to contact about how your information is used and who your information may be sent to; why and for what purposes we are using your information; whether your information will be profiled or automatically processed; whether any information must be provided as part of a statutory or contractual requirement and what happens if that information is not provided; how long your information will be kept for; what your rights are in relation to your information; how to request that your information be handled differently.

Your right for more information or to make a complaint

Should you require further information or wish to make a complaint, please email [HYPERLINK](mailto:info@fitoutfinance.co.uk)
"mailto:info@fitoutfinance.co.uk" info@fitoutfinance.co.uk