# **Guarantor Privacy Notice** Dromara & Drumgooland Credit Union Limited (Version 2 June 2018)

WARNING: AS A GUARANTOR OF THIS LOAN, YOU WILL HAVE TO PAY OFF THE LOAN, THE INTEREST AND ALL ASSOCIATED CHARGES IF THE BORROWER DOES NOT. BEFORE YOU SIGN THIS GUARANTEE, YOU SHOULD GET INDEPENDENT LEGAL ADVICE.

A credit union is a member-owned financial cooperative, democratically controlled by its members, and operated for the purpose of promoting thrift, providing credit at competitive rates, and providing other financial services to its members. Data collection, processing and use are conducted solely for the purpose of carrying out the abovementioned objectives.

#### Our contact details are:

Address: 2 Dublin Road, Castlewellan, Co. Down, BT31 9AG

Phone: 028 4377 8612

Email: office@ddcreditunion.com

## **Data Protection Representative contact details:**

Contact - By phone: 028 4377 8612

Address - By letter: 2 Dublin Road, Castlewellan, Co. Down, BT31 9AG

Dromara & Drumgooland Credit Union Ltd is committed to protecting the privacy and security of your personal data. This privacy notice describes how we collect and use personal data about you during and after your relationship with us.

#### What personal data do we use?

We may collect, store, and use the following categories of personal data about you:

Your name, address and contact number

#### The purposes for which we use your personal data:

The credit union will use your personal data to assist it in carrying out the following:

- To ensure repayment of the loan and to facilitate the requirements of the contract between you and the credit union;
- To contact you in respect of your guarantee in the event of the change of circumstance of the member;
- To contact you in respect of your guarantee in the event of the member getting into arrears:
- Collection of the debt; and
- Conduct due diligence / credit checking

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

### **Data Retention Periods**

We will only retain your personal data for as long as necessary to fulfil the purpose(s) for which it was obtained, taking into account any legal/contractual obligation to keep it. We document the reasons for our retention periods and where possible the retention periods themselves in our retention policy. Your details will be held for six years following default of the borrower, date of demand, discharge, transfer or repayment of the loan.

Once the retention period has expired, the respective data will be permanently deleted.

We will make changes to this notice from time to time, particularly when we change how we use your information, and change our technology and products. You can always find an up-to-date version of this notice on our website at www.portadowncu.com or you can ask us for a copy.

#### How we may share the information

We may also need to share some of the above categories of personal data with other parties, such as the Irish League of Credit Unions (ILCU)1 and our advisers such as solicitors, debt collectors or auditors. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal data with our regulators as required to comply with the law. The Privacy Notice of the ILCU is available at  $\underline{www.creditunion.ie}.$ 

# Our use your information

Our legal basis for processing personal data supplied by you for the purpose of this guarantee is in furtherance of this contract and legitimate interest if a credit search /due diligence is conducted.

<sup>1</sup>The ILCU (a trade and representative body for credit unions in Ireland and Northern Ireland) provides professional and business support services such as regulatory, legal, compliance and monitoring services to affiliated credit unions. We may disclose information in the guarantee form to authorised officers or employees of the ILCU for the purpose of the ILCU providing services to us.

Credit Assessment and Credit Reference Agencies: We may share information you have provided to us with credit reference agencies to verify your identity and suitability to guarantee a loan, using information from the Electoral Register and other public sources. When you guarantee a member's loan, we may check the following records about you:

- (a) our own records;
- (b) records at credit reference agencies. When credit reference agencies receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information; and
- (c) Those at fraud prevention agencies.

Our legitimate interest: The credit union, for its own benefit and therefore the benefit of its members, must lend responsibly and will use your credit scoring information in order to determine your suitability to guarantee the loan being applied for by a member. When using the service of a credit referencing agency we will pass them your personal details and details of your credit performance. The searches may also assess your application for the purpose of verifying identities, to prevent and detect crime and money laundering. If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to fraud prevention agencies and other organisations involved in crime and fraud prevention.

Further information about credit reference agencies, and financial connections and how they may be ended, can be obtained from the Credit Reference Agency Information Notice (CRAIN) which sets out how the three main credit reference agencies Callcredit, Equifax and Experian, each use and share the personal data they receive about you and/or your business that is part of or derived from or used in credit activity. CRAIN is available at the CRAIN website http://www.experian.co.uk/crain/index.html.

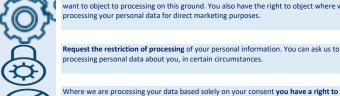
#### Your Rights in connection with your personal data are to:



To find out whether we hold any of your personal data and if we do to request access to that data that to be furnished a copy of that data. You are also entitled to request further information about the processing.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you rectified.





Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

Request the restriction of processing of your personal information. You can ask us to suspend processing personal data about you, in certain circumstances.



that you have entered into with us.

withdraw that consent at any time and free of charge Request that we: a) provide you with a copy of any relevant personal data in a reusable

automated means and where the basis that we process it is on your consent or on a contract

You have a right to complain to the Information Commissioners Office (ICO) in respect of any processing of your data by; Tel: 028 9027 8757 or 0303 123 1114 Email: ni@ico.org.uk Post: ICO, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB

\*\*Please note that the above rights are not always absolute and there may be some limitations.

If you want access and or copies of any of your personal data or if you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we send you a copy/a third party a copy your relevant personal data in a reusable format please contact the DPO in Writing using their contact details above.

There is no fee in using any of your above rights, unless your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to verify your identity if we have reasonable doubts as to who you are. This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Ensuring our information is up to date and accurateWe want the service provided by us to meet your expectations at all times. Please help us by telling us straightaway if there are any changes to your personal data. If you wish to avail of either of these rights, please contact us on 028 4377 8612.