

## Your personal information – business relationships

This document is intended for persons who have a business relationship with Bath Building Society. Such persons could include Mortgage Brokers, Independent Financial Advisers, Business Development Managers, Supplier representatives, Surveyors, Valuers or any other business contact.

In your relationship with the Society you are likely to provide us with certain information (such as name and contact details) which is regarded as personal. Such information is protected by the EU General Data Protection Regulations (or GDPR for short). This document gives a brief overview of how we use your information.

The information we collect from you is used to maintain our business relationship, allowing us to contact you or send you information which may be relevant to you in your business role.

Bath Building Society is the data controller for your personal information, which means we are responsible for the information we collect about you. We only collect information which is necessary, we store it safely and securely, and do not hold it for longer than is necessary.

We do not sell your personal information. We may share your information but only where we believe it to be in your interests, or where we are obliged to do so.

The GDPR gives you some rights relating to your personal information -

- **Right to be informed** – about the collection and use of your personal information
- **Right to erasure** - the right to request that we delete your personal information
- **Right of access and data portability** – the right to ask for a copy of the personal information we hold about you
- **Right to rectification** - the right to have any errors in your personal information corrected
- **Right to restrict processing** - the right to ask that processing of your personal information be restricted
- **Right to object** – the right to object to certain types of processing.

The GDPR says that firms can only use personal information where there is a fair reason to do so. Some of the acceptable reasons it states are when -

- the processing is necessary to do with the business contract, or
- we have a legal duty to process the information, or
- we have a legitimate interest in processing the information, or
- we have your specific consent.

We will send you information when we believe it is in your interests and/or within the expectations of your relationship with the Society. You can request that we stop sending you such information at any time.

You can find full details of how we use your personal information and your data protection rights on our website ([www.bathbuildingsociety.co.uk/privacy-and-cookies](http://www.bathbuildingsociety.co.uk/privacy-and-cookies)), or if you prefer, we can post or email you a copy on request.

If you have any questions on the subject, you can email [dataprotection@bibs.co.uk](mailto:dataprotection@bibs.co.uk) or write to us at Head Office.