

DATA PROTECTION STATEMENT FOR MEMBERS

HOW THE CREDIT UNION WILL USE AND SHARE YOUR INFORMATION

Sheffield Credit Union will process your data in accordance with your rights under the Data Protection Act 1998. Your information may be processed by this credit union in any form and on any database used by us for the following purposes:

- to consider any applications made by you
- to help us to make credit decisions about you and anyone to whom you are linked financially or other members of your household, and to recover debts that fall into arrears and are not repaid after reasonable attempts have been made to re-instate repayments.
- to deal with your account(s) or run any other services we provide to you
- to undertake statistical analysis, financial risk assessment, money laundering checks (which may include telephoning you), compliance and regulatory reporting, fraud prevention and debt tracing
- to help us identify products and services which may be of interest to you (unless you have asked

Unless you inform us otherwise, you agree that we can forward any newsletter, statement message, new terms and conditions or information about any changes to the way your account(s) operate to your given address by post or by email. Please let a member of staff know if you do not wish to receive any information from us. We prefer to supply this by email to ensure more of our funds can be used to provide high quality services for you. Please pass on your email address to a member of staff if you wish to receive information in this way.

Sharing Information

We hold a category H Consumer Credit Licence and will disclose information outside the credit union only:

- to our agents or subcontractors for operational reasons
- to any persons, including, but not limited to, insurers, who provide a service or benefits to you or for us in connection with your account(s)
- to licensed credit reference agencies in accordance with the Data Protection Act
- to fraud prevention and other agencies to help prevent crime or where we suspect fraud
- if compelled to do so by law
- for the purpose of compliance and regulatory reporting and to confirm your identity for money laundering purposes, which may include checking the electoral register
- to HMRC (Her Majesty's Revenue & Customs) and the DWP on request of specific information.

Subject Access Rights

If you write to us and pay a fee of £10 you have a right of access to your information held by us. You have a right of access to your information held by credit reference agencies on payment of a fee to them. If you ask we will tell you the name and address of the credit reference agencies we may use.