

# Data Protection Statement

## The Data Protection Act

The Data Protection Act regulates how your personal information is used and protects you from misuse of your personal details. It provides a common-sense set of rules which prohibit the misuse of your personal information without stopping it being used for legitimate or beneficial purposes. The details of the Data Protection Act are quite complex, but at the heart of it are eight common-sense rules known as the Data Protection Principles.

These require personal information to be:

- fairly and lawfully processed
- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- not kept longer than necessary
- processed in accordance with your rights
- kept secure
- not transferred abroad without adequate protection

Organisations using personal information ('data controllers') must comply with these Principles. The Act provides stronger protection for sensitive information about your ethnic origins, political opinions, religious beliefs, trade union membership, health, sexual life and any criminal history.

## Getting access to your information

The Act, with some exceptions, gives you the right to find out what information is held about you by organisations. This is known as the 'right of subject access'. On written request, you are entitled to be supplied with a copy of all the information an organisations holds about you.

The organisation may charge a fee for providing the information, up to a maximum of £10 in most instances and up to £50 in the case of manual (i.e. non-electronic) medical records. To see what information is held on you by credit reference agencies costs £2.

## Your Information held by Braunton IFA Ltd

We will collect data provided by you and with your consent form other sources such as investment companies, mortgage lenders, pension and insurance companies. This data will allow us to provide advice or complete transactions that you have requested and may range from basic details to full information regarding you, your family and your financial position and aspirations.

We are appointed representatives of Virtual Net (Europe) Plc who are responsible for ensuring that the sales we make to you and advice we provide is compliant with the regulatory regime in the United Kingdom. We confirm that data will not be passed to any other organisation other than those involved specifically in the transactions we agree to undertake.

Virtual Net (Europe) Plc for regulatory purposes only. If you make a complaint or Virtual Net (Europe) Plc is requested by the Financial Services Authority (FSA) to undertake a review of the sale or advice, your information will also be passed to the FSA.

Depending on the advice requested, and only with your prior consent, we may pass your data to other institutions or professional advisers to enable us to provide advice most suited to your circumstances. Copies of the files we create about you may be retained indefinitely so that in the future we can investigate any concerns you or appropriate authorities may have about the sales and advice we give to you.

## Future Contact

We offer a wide range of financial and insurance products and may wish to contact you with regard to the development of new products that might be suited to you, as well as developments within the

financial world that may affect you or your family. We stress that your information would only be used in this way to help us to provide a pro-active service to you.

Please complete and return the below if you do not wish your information to be used in this way.

Print Full Name: ..... Sign.....Date.....