

## Protecting Your Personal Information

- To provide our services effectively we will need to collect information about your personal and financial circumstances. We take your privacy seriously and will only use your personal information to deliver our services.
- Processing of your personal data is necessary for the performance of our contract for services with you. Generally, this is the lawful basis on which we intend to rely for the processing of your data, (please see the reference to special categories of data below). Our policy is to gather and process only the personal data which is necessary for us to conduct our services appropriately with you.
- We adopt a transparent approach to the processing of your personal data. Sometimes, we may need to pass your personal information to other organisations. If you apply to take out a financial product or service, we will need to pass certain personal details to the product or service provider.
- We may engage the services of third party providers of professional services to enhance the service we provide to you. These parties may also need to process your personal data in the performance of their contract with Capital Risk Management Ltd.
- Your personal information may be transferred electronically (e.g. by email or over the internet). Where this is necessary, we will use appropriate security measure to protect your personal data in transit.
- The organisations to whom we may pass your details also have their own obligations to deal with your personal information appropriately. Sometimes a product or service may be administered from a country outside Europe. If this is the case, the firm must put a contract in place to ensure that your information is adequately protected.
- Our Privacy Policy is a separate document which provides more information about the nature of our personal data processing activities and our retention and deletion policies as well as your rights of access the personal information we hold on you. A copy is available on request or on our website at: <https://www.capitalrm.co.uk/privacypolicy.html>
- As part of this agreement we will ask you to consent to the transfer of personal information in accordance with the protections outlined above.
- **Special categories of personal data:** there are certain categories of personal data that are sensitive by nature. These categories include: data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership and data concerning health.

Depending on the nature of the products and services that you engage us for we may need to obtain your sensitive personal data particularly in relation to health. Our policy is that should we require any special category of personal data we will only gather this with your explicit consent.

- If you are concerned about any aspect of our privacy arrangements, please speak to us.

## Consent

### Sensitive Personal Data

The primary basis on which we intend to process your personal data is for the performance of our contract with you. In the case where we need to process special category (sensitive) data as described previously, we require your consent by confirming your agreement to the following statement:

**I / we consent to the processing of sensitive personal data as far as necessary for the services I / we require from Capital Risk Management Ltd.**

Client 1 Name:	
Client 1 Signature:	
Date:	

Client 2 Name:	
Client 2 Signature:	
Date:	

Please note that you may withdraw this consent at any time by notifying us, in writing, at our business address.

### Third Parties

We may engage the services of third party providers of professional services to enhance the service we provide to you. These parties may also need to process your personal data in the performance of their contract with Capital Risk Management Ltd. If you wish to know the names of these third parties, please contact us for further information.

# Client 1

## Servicing

Capital Risk Management Ltd. will need to contact you to provide our services as outlined in the Client Agreement. Please confirm your Servicing contact preference by selecting any of the options below:

**I consent to be contacted by Capital Risk Management Ltd. for Servicing purposes by:**

Please write **Yes** or **No** in each box

Face to Face	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Letter	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS Text Message	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
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Accessibility Requirements: (e.g. Large Print)
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Please note that Capital Risk Management Ltd. can only contact you via the choices made above. These choices can be changed at any time by notifying us, in writing, at our business address.

## Marketing

This section covers how Capital Risk Management Ltd. recommends new products to our existing clients. For example, during a review meeting we might identify a new relevant product that we wish to recommend to you based on the information you provide at the meeting. GDPR legislation considers this to be Marketing as it is a product or service that you do not currently have. We are only able to recommend new products and services with your consent.

**I consent to be contacted by Capital Risk Management Ltd. for Marketing purposes by:**

Please write **Yes** or **No** in each box

Face to Face	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Letter	<input type="checkbox"/>	Email	<input type="checkbox"/>	SMS Text Message	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
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These choices can be changed at any time by notifying us, in writing, to our business address.

Client 1 Name:	
Client 1 Signature:	
Date:	

This consent covers **both** the **Servicing** and **Marketing** contact preferences.

Please note that you may withdraw this consent at any time by notifying us, in writing, at our business address.

## Client 2

### Servicing

Capital Risk Management Ltd. will need to contact you to provide our services as outlined in the Client Agreement. Please confirm your Servicing contact preference by selecting any of the options below:

**I consent to be contacted by Capital Risk Management Ltd. for Servicing purposes by:**

Please write **Yes** or **No** in each box

Face to Face  Telephone  Letter  Email  SMS Text Message  Social Media

Accessibility Requirements: (e.g. Large Print)

Please note that Capital Risk Management Ltd. can only contact you via the choices made above. These choices can be changed at any time by notifying us, in writing, at our business address.

### Marketing

This section covers how Capital Risk Management Ltd. recommends new products to our existing clients. For example, during a review meeting we might identify a new relevant product that we wish to recommend to you based on the information you provide at the meeting. GDPR legislation considers this to be Marketing as it is a product or service that you do not currently have. We are only able to recommend new products and services with your consent.

**I consent to be contacted by Capital Risk Management Ltd. for Marketing purposes by:**

Please write **Yes** or **No** in each box

Face to Face  Telephone  Letter  Email  SMS Text Message  Social Media

These choices can be changed at any time by notifying us, in writing, to our business address.

Client 2 Name:	
Client 2 Signature:	
Date:	

This consent covers **both** the **Servicing** and **Marketing** contact preferences.

Please note that you may withdraw this consent at any time by notifying us, in writing, at our business address.