



One Stop Business Finance

Friendly Flexible Funding

One Stop Business Finance Limited Privacy Notice

One Stop Business Finance Limited are Commercial Finance Brokers based in Laytham, York. We act as an introducer for our customers. One Stop Business Finance Limited are Authorised and Regulated by the Financial Conduct Authority. FRN 807227

Your personal data:

One Stop Business Finance Limited respects and is committed to protecting your privacy. We may choose to store information about you if you are a prospect or an existing customer in order to serve your needs better. We may also store information about you if you are an individual we need to communicate with in order to fulfil a construction project on behalf of one of our customers.

For the purpose of the Data Protection Act 1998 (the "Act"), the data controller is The Company (One Stop Business Finance Limited) The Old Cow Shed, Oak Farm, Laytham, York, YO42 4PP.

For further information on how your information is used, how we maintain the security of your information and your rights to access/alter and change information we hold on you, please contact info@osbf.co.uk.

The data we store:

We may choose to store information submitted on forms, such as name, email, job title, phone number, company details as detailed on our website. We may also choose to store additional information about you and your company, such as conversations or correspondence that we deem significant to help us serve you better or progress a relationship. Examples of these may be (but not limited to) decision-making factors, financial information, job role, company structure etc.

When collecting information, we will also ask for your permission to:

- 1) store your information
- 2) market to you

We will store details around when and by what method this occurred. If you contact us, we may keep a record of that correspondence.

We will also store details of your visits to our website for example (but not limited to) web data, behaviour and actions, location data etc.

We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

How we use your data:

We use personal data held about you in the following ways:

- For internal record keeping.
- To improve our products and services.
- To provide you with relevant information we feel may be of interest to you;
- To carry out our obligations arising from any contracts entered into between you and us;

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T: 01757 289885 W: www.osbf.co.uk

- To allow you to participate in interactive features of our service, when you choose to do so;
- To notify you about changes to our service and about important changes to our website;

We may contact you by email, phone, fax or mail.

We do not share or sell your information with 3rd party partners of any kind. For training purposes, some telephone calls may be monitored.

Where is my data held?

We may store your information on 3rd party software platforms such as (but not limited to) Survey Monkey, MailChimp, Google Analytics and Sage; as well as content management systems such as (but not limited to) WordPress.

This means your data may be stored in UK or international data centres.

How we safeguard your data:

Transmission of your information via the internet is not completely secure. However, we have taken reasonable steps to protect data in transmission.

In any instance we are in full control of the data, we have taken steps to encrypt data during transmission and when standing.

Except in the case of fraud, death or personal injury resulting from our negligence, we do not, to the extent permitted at law, accept responsibility for or any liability resulting from any security breaches which may occur.

Cookie Policy:

We use cookies on our sites.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Your rights:

You may request copies of the personal data we hold about you. Any access request may be subject to a fee to meet our costs in responding to the request. Please send requests in writing to us at info@osbf.co.uk.

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You may request your data be deleted. You may request not to be contacted again. Please send requests in writing to us at info@osbf.co.uk.

We may discuss personal data in the following circumstances:

We may ask a third-party research company to contact you for the sole purpose of gathering general information and specific information relating to us and our products and services.

We may also disclose your personal data to third parties where legally permitted to do so including:

In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective buyer of such business or assets;

- If we or substantially all of our assets are acquired by a third party, in which case personal data held by us about our customers will be one of the transferred assets;
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation.
- In order to enforce or apply our terms of use or terms and conditions of supply and other agreements
- To protect the rights, property, or safety of us, our customers, or others.

This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

If you consent to us passing your details for that purpose sign to confirm.

Signed..... Print Name..... Dated.....

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Company Registration Number: 09139600