

# How Tower Leasing Limited uses your personal information

## Who are we

Tower Leasing Limited are Commercial Finance Brokers based in Bracknell. We act as a Broker/Funder for our customers. Tower Leasing Limited are Authorised and Regulated by the Financial Conduct Authority. Our Firm reference number is 667945. Our Contact telephone number is 01753 837050 and our email address is [Office@towerleasing.co.uk](mailto:Office@towerleasing.co.uk)

## How we will use the information about you

Here at Tower Leasing Limited we take your privacy seriously and will use your personal information in a number of ways which will help us;

1. Make lending decisions,
2. Appoint funders/block discounters,
3. Administer funding arrangements,
4. For fraud prevention,
5. For audit,
6. For statistical analysis,
7. Credit reference checks

We may share your information with, and obtain information about you from, credit reference agencies or fraud prevention agencies.

We will not disclose your information to any company outside of Tower Leasing's Lending Panel except to help prevent fraud or if required by law to do so.

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 [dataprotectionofficer@towerleasing.co.uk](mailto:dataprotectionofficer@towerleasing.co.uk)

## Additional Marketing

However, from time to time we would like to contact you with detail of other services we provide.

## What we need

Tower Leasing Limited will be what is known as the controller and the Processor of the personal data you provide to us. We collect personal data about you which may also include any special types of information or location based information.

## We also gather

Name, address, telephone numbers, date of birth, & email address.

## Why we need it

We need to know your basic personal data in order to evaluate your credit applications and to manage your account. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

## What we do with it

All the personal data we use is controlled by Tower Leasing Limited in the UK and for the purposes of IT hosting and maintenance, this information is located on servers within the UK also. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

The provision of the personal data is a not statutory requirement. The information is required to enter into a contract and that whilst you are not obliged to provide the data, failure to do so would mean that you may not be able to process your application.

Information in relation to the financing contract/agreement made available to you (which could include copies or the originals of our financing contracts/agreements with you) may be provided to our funders, block discounters or parties that administer our funding arrangements. We use your information in this way where our own funding arrangements require us to do so in order to obtain the funding which we make available to you.

We may pass your data to our Suppliers in order to provide you with offers of products suitable to meet your customer requirement.

Your data is stored electronically on our secure servers based in the UK.

## How long we keep it

We are required to keep your basic personal data, such as name, address, contact details and proposal application details for a minimum of 6 years after the termination of your Agreement at which time it will be destroyed. The information used for marketing will be kept with us until you notify us that you no longer wish to receive this information.

## Your rights

If at any point you believe retained information is incorrect you can request to see this information and even have it corrected and possibly deleted. Providing you this information is free of charge, but charges may apply for excessive requests.

Tower Leasing Limited does, on occasion use an automated decision making service, which can result in the acceptance or rejection of your application. You have the right to request full details as to how the automated decision is made and how the information is used.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Customer Service Team at [customerservice@towerleasing.co.uk](mailto:customerservice@towerleasing.co.uk) who will investigate the matter.

Where relevant, you have the right to withdraw consent at any time and this means that we cannot process your data provided without your consent.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). <https://ico.org.uk>

Refer to our [Privacy Policy](#), for more detailed information on how Tower Leasing Limited uses your personal information.

You can contact our Data Protection Officer at [DataProtectionOfficer@towerleasing.co.uk](mailto:DataProtectionOfficer@towerleasing.co.uk)