

## DATA PROTECTION

# CHILDREN'S PRIVACY NOTICE

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This privacy notice describes how the Harpenden Building Society will look after your personal information. This is a shortened version of the full privacy notice that is available on our website: (<https://www.harpendenbs.co.uk/about-us/your-privacy/privacy-notice/>).

### YOUR PERSONAL INFORMATION

The information we will collect will include your:

- Name and date of birth
- Where you live and how we can contact you, and
- Birth Certificate and other documents that help us identify you and where you live.

We will collect the information from:

- The information you provide to us when enquiring about or applying for a savings account
- When you contact us on the phone or in the branches, and
- Where you take part in any of our competitions.

We will not send you any material about other savings accounts or anything else. When you open an account with the Society after you are aged 18, we will ask you then if you are happy to receive material about other accounts and products.

### WHY WE COLLECT YOUR PERSONAL INFORMATION

We must collect this information to:

- Give you information about your savings account
- Make sure that no one else can access your money
- Help you make best use of your savings account
- To make sure that everything we do is lawful, and
- To make sure that we can run the Society so that we can continue to provide your savings account year after year.

### WHO WE WILL SHARE YOUR PERSONAL INFORMATION WITH

- We will only share this information with:
- The Government – to explain that you are under the age of 18
- An organisation that gives you back your money if the Society can't (Financial Services Compensation Scheme), and
- Organisations that prevent others stealing your money.

### HOW WE WILL USE YOUR PERSONAL INFORMATION

We will only use your personal information to:

- Help you access your money in your savings account
- Identify who you are when you contact us by phone or in a branch, and
- Check if anyone else tries to steal your money.

#### HOW LONG WE WILL KEEP YOUR PERSONAL INFORMATION

We will keep your personal information for as long as you have a savings account with us. After this, we will keep for a further 6 years to be lawful and so we can answer any questions you may have at a later date.

#### HOW YOU CAN ACCESS YOUR PERSONAL INFORMATION

You can access your personal information by writing to us or asking at your local branch. You can ask us to:

- Tell you about how we deal with your personal information
- Correct your personal information if it is wrong
- Stop, or restrict our processing of your personal information
- Delete your personal information, and
- Have a copy of your personal information.

#### HOW TO CONTACT US

To find out more details on how we process your personal information, or to complain about this, please contact us by email, phone on 01582 765 411 or through your local branch. Alternately write to:

The Data Protection Officer  
Harpenden Building Society  
Mardall House  
9-11 Vaughan Road  
Harpenden  
Hertfordshire AL5 4HU

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