

Privacy Notice for children and young people

You can depend on us



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1. WHO WE ARE

We are Leek United Building Society, a traditional building society offering savings accounts to children and young people.

2. GET IN TOUCH

If you want to know more about the personal information that we hold about you, or if you want to raise a question with us about it then please drop us a line. As you are under 13 your parent/guardian would need to do this for you. They can write to our Data Protection Officer, Andy, on andrew.davies@leekunited.co.uk; call us on **01538 384151**; or write to us at: **Leek United Building Society 50, St Edward Street, Leek, Staffordshire, ST13 5DL**.

3. WHAT INFORMATION DO WE COLLECT AND KEEP

Personal data - what's that?

What we mean is any information that could be used to identify you. This could be your name and address, or it could include things like your date of birth and telephone number. It might also include characteristics like your nationality or details about your personal circumstances.

Documentation

If you have opened a savings account with us, we will keep copies of documents which are used to prove your identity, like your passport.

4. WHERE DO WE GET THE INFORMATION FROM?

Basically, we get this information from your parent/guardian on your behalf. We might have obtained the information when you applied for a savings account with us, if you asked about an account in one of our high street branches, or if you called us over the phone. We might also have it if you have entered one of our competitions.

5. WHY WE COLLECT AND USE YOUR INFORMATION

We use the information that we collect from you to help us to manage your savings account and to provide you with any help and support that you might need about those accounts.

We will only use your personal information to provide account services to you, which may include helping us to identify you.

We will not be able to provide you with a savings account if we don't keep personal data about you. We need the data to operate your account with us.

6. KEEPING YOUR INFORMATION SAFE

We want you to know that if we have collected your information then we are very careful with it. Everyone here at Leek United is trained to keep information safe and secure. We do not share your information unless you have told us that we can, or if we must because of laws and regulations.

7. HOW LONG WE KEEP YOUR INFORMATION FOR

We have thought long and hard about this and we have decided that we only need to keep it for a reasonable amount of time. Sometimes the law tells us how long that must be. If you have a savings account with us, we will keep your information for 7 years after the account has been closed.

In our Data Retention Policy, we have set out a schedule that tells us how long we hold personal information and when it is deleted or filed away. If you would like to know more about how long we keep information then please do contact us using the contact information at the top of this privacy notice.

8. YOUR RIGHTS

You have all of the same “rights” regarding your personal information as adults do, which is good news. There are 8 rights in total:

1. The right to be informed
2. The right of access
3. The right of rectification
4. The right of erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you want to find out more about these rights, please look at our General Privacy Notice, the one for adults.

9. WHO CAN SEE YOUR INFORMATION?

Access to your information is restricted to our staff who need to see it to look after your account. We may also share your information with regulatory bodies, if required.

Please note, we will not send you any marketing material. When you turn 16 you will be asked if you would like to receive information from us about other products and services.

10. GDPR – A SUMMARY OF YOUR RIGHTS

The Information Commissioner’s Office (ICO) has produced a summary of your data protection rights and the General Data Protection Regulation (GDPR). Find out more about the ICO: www.ico.org.uk

If you have a concern about how we have handled or processed your information, or are unsatisfied with our response to a complaint you have raised with us then please contact the ICO: www.ico.org.uk/concerns

This Privacy Notice is suitable for children aged 12 years and under.

If you would like to see our General Privacy Notice, please get in touch and ask your parent/guardian to explain it to you.

**If you would like this in a different format, such as braille,
large print or audio, please contact us.**

Leek United Building Society, Customer Service Centre,
50 St. Edward Street, Leek ST13 5DL
t: 01538 384 151

Branches throughout Staffordshire, Cheshire, Shropshire and Derbyshire

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