

## Privacy Notice

### **Who We Are**

Classic Financial Services Ltd gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Our registered office is at Unit A4 Santry Business Park, Santry, Dublin 9 and we are a company registered in Ireland under company number 137392. Our designated Data Protection Officer is Gerry Maguire who can be contacted at the above address or on telephone number 01 8623155.

### **Information That We Collect**

We process your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

***The personal data that we may collect from you is: -***

- Name
- Date of Birth
- Home and/or Work Address
- Personal Email
- Business Email
- Home Telephone Number
- Mobile Telephone Number
- PPS number
- Passport Number
- Driver's License Number
- Special Category Data (*i.e. health/medical information*)

***We collect information in the below ways: -***

'Fact Find' forms

Application forms of financial service providers that we have agencies with

### **How We Use Your Personal Data**

We take your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. The purposes and reasons for processing your personal data are detailed below: -

- We collect your personal data in order to provide a service to you

- We have a legal obligation to share your personal data with financial service companies with whom we have an agency and who are potentially the provider of financial services and products to you
- We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

## **Your Rights**

You have the right to access any personal information that we process about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use. For example, automated life insurance application processes.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Safeguarding Measures**

Classic Financial Services takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including email encryption (when possible), SSL encryption, file encryption, Multi-Layer Firewalls, a strict access policy.

## **How Long We Keep Your Data**

We only ever retain personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under Irish law to keep your basic personal data for a minimum of 6 years after which time it will be destroyed.

## **Special Categories Data**

Owing to the products, services or treatments that we offer, we sometimes need to process sensitive personal information (*known as special category data*) about you, to, for example, in order to set up a life insurance policy for you. Where we collect such information, we will only request and process the minimum necessary for the specified purpose and identify a compliant legal basis for doing so.

Where we rely on your consent for processing special category data, we will obtain your explicit consent through a signature.

## **Lodging A Complaint**

We only process your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint to:

Data Protection Commission  
Canal House  
Station Road  
Portarlinton  
County Laois

(0761) 104 800

[info@dataprotection.ie](mailto:info@dataprotection.ie)