

CREDIT REFERENCE GUIDE

A guide to the use of your personal information by ourselves and at credit reference and fraud prevention agencies. Please read this very carefully.

1. When you apply for a mortgage, we will:

(a) Check your own records with information in your personal or business accounts and the accounts of anyone financially linked with you (financial associates) e.g. joint accounts.

(b) Search with Credit Reference Agencies for information on your personal or business accounts and the accounts of anyone financially linked with you (financial associates) e.g. joint accounts.

Very occasionally, if there is insufficient information to enable us to assist you, we may also use information about other members of your family.

(c) Search at fraud prevention agencies for information on you and any addresses at which you have lived and on your business (if you have one).

2. What we do with the information you supply to us as part of the application:

(a) Information that is supplied to us will be sent to the Credit Reference Agencies.

(b) If you are making a joint application or tell us that you have a spouse or financial associate, we will:

(i) Search, link and/or record information at Credit Reference Agencies about you both.

(ii) Link any individual identified as your financial associate, in our own records.

(iii) Take both your and their information into account in future applications by either or both of you.

(iv) Continue this linking until the account closes, or is changed to a sole account or one of you notifies us that you are no longer linked.

You must ensure that you have their agreement to disclose information about them.

(c) If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to Fraud

Prevention Agencies and other organisations involved in crime and fraud prevention.

(d) We may pass your details to a general insurance provider, who may contact you to discuss buildings and contents, accident, sickness and unemployment cover.

(e) Your data may also be used by us to offer you other products, but only if you have given your permission on the application form by ticking the box noted on the declaration Section 18c. If you wish to change your permission, you can contact us at any time by any means convenient to you.

3. With the information that we obtain we will:

(a) Assess this application for credit;

(b) Check details on applications for credit and related or other facilities;

(c) Verify your identity and the identity of your spouse, partner or other directors/partners;

(d) Undertake checks for the prevention and detection of crime, fraud and/or money laundering;

(e) We may use scoring methods to assess this application and to verify your identity;

(f) Undertake periodical statistical analysis or testing to ensure the accuracy of existing and future products and services; and

(g) Any or all of these processes may be automated.

4. What we do when you have a mortgage:

(a) We will give details of your personal and/or business account (if you have one), including names and parties to the account and how you manage it/them to Credit Reference Agencies.

(b) If you do not repay the required instalment in full and on time, we will tell Credit Reference Agencies.

(c) We may make periodic searches of our own group records and at Credit Reference Agencies to manage your account with us, including whether to make credit available or to continue or extend existing credit. We may also check at Fraud Prevention Agencies to prevent or detect fraud.

(d) If you do not make payments that you owe us, we will trace your whereabouts and recover debts.

What Credit Reference and Fraud Prevention Agencies do

5. When Credit Reference Agencies receive a search from us they will:

(a) Place a search "footprint" on your credit file whether or not this application proceeds. If the search was for a credit application the record of that search may be seen by other organisations when you apply for credit in future.

(b) Link together the records of you and anyone that you have advised is your financial associate including previous and subsequent names of parties to the account. Links between financial associates will remain on your and their files until such time as you or your partner successfully files for a disassociation with the Credit Reference Agencies.

6. Supply to us:

(a) Credit information such as previous applications and the conduct of the accounts in your name and of your associate(s) (if there is a link between you – see 1(b) above) and/or your business accounts (if you have one).

(b) Public information such as County Court Judgments (CCJs), Enforcement of Judgments Order (EJOs) and Bankruptcies (or equivalent in Scotland).

(c) Electoral Register information.

(d) Fraud Prevention information.

7. When information is supplied by us, to them, on your account(s):

(a) Credit Reference Agencies will record the details that are supplied on your personal and/business account (if you have one) including any previous and subsequent names that have been used by the account holders and how you/they manage it/them.

(b) If you borrow and do not repay in full and on time, Credit Reference Agencies will record the outstanding debt.

(c) Records shared with Credit Reference Agencies remain on file for 6 years after they are closed whether settled by you or defaulted.

8. How your data will NOT be used by Credit Reference Agencies:

- (a) It will not be used to create a blacklist.
- (b) It will not be used by the Credit Reference Agency to make a decision.

9. How your data WILL be used by Credit Reference Agencies:

- (a) The information which we and other organisations provide to the Credit Reference Agencies about you, your financial associates and your business (if you have one) may be supplied by Credit Reference Agencies to other organisations and used by them to:
- (i) Prevent crime, fraud and money laundering by, for example checking details provided on applications for credit and credit related or other facilities.
 - (ii) Check the operation of credit and credit related accounts.
 - (iii) Verify your identity if you or your financial associate applies for other facilities.
 - (iv) Make decisions on credit and credit related services about you, your partner, other members of your household or your business.
 - (v) Manage your personal, your partners and/or business (if you have one) credit or credit related accounts or other facilities.
 - (vi) Trace your whereabouts and recover debts that you owe.
 - (vii) Undertake statistical analysis and system testing.

10. How your data MAY be used by Fraud Prevention Agencies:

- (a) If false or inaccurate information is provided and fraud is identified, details will be passed to Fraud Prevention Agencies. Law Enforcement Agencies may access and use this information. We and other organisations may also access and use this information to prevent fraud and money laundering, for example, when:
- (i) Checking details on applications for credit and credit related or other facilities.
 - (ii) Managing credit and credit related accounts or facilities.
 - (iii) Recovering debt.
 - (iv) Checking details on proposals and claims for all types of insurance.
 - (v) Checking details of job applicants and employees.

We and other organisations may access and use from other countries the information recorded by Fraud Prevention Agencies.

- (b) Verify your identity if you or your financial associate applies for other facilities, including all types of insurance proposals and claims.
- (c) Trace your whereabouts and recover debts that you owe.
- (d) Conduct other checks to prevent or detect fraud.
- (e) Undertake statistical analysis and system testing.
- (f) Your data may also be used for other purposes for which you give your specific permission or in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.
- (g) Your data may also be used to offer you other products, but only where permitted.

If you require further details of the relevant Fraud Prevention Agencies

11. How to find out more

You have the right of access to the information that hold about you. You can obtain (on payment of a £10 fee) a copy of your personal information held by us by writing to the Data Protection Officer at Beacon Homeloans Limited, One Globeside, Fieldhouse Lane, Marlow, Buckinghamshire SL7 1HZ. If anything is inaccurate or incorrect, you must let us know so that we can correct it.

You can also contact the Credit Reference Agencies operating in the UK. The information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee.

Callcredit

Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414.

Equifax Plc

Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 0100583 or log onto www.myequifax.co.uk.

Experian

Consumer Help Service, PO Box 8000, Nottingham, NG80 &WF or call 0870 2416212 or log onto www.experian.co.uk.

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