

## **Privacy Notice**

This privacy notice explains how the Federation of European Independent Financial Advisers (FEIFA) uses any personal information it collects about you.

### **What we do**

FEIFA is a non-profit trade association supporting and assisting English-speaking financial advisers and advisory firms across Europe.

Paul Stanfield is our Compliance Person for the GDPR (General Data Protection Regulation). He can be contacted directly by email at: [pstanfield@feifa.eu](mailto:pstanfield@feifa.eu)

### **What information do we collect about you?**

We collect information from our “Members” (otherwise also referred to as “Partners”, “Associates”, “Affiliates” and “Business Partners”) when they become (or apply to become) members of FEIFA and during any membership period. This information is usually and predominantly business contact details but will also include, in some instances, details about your qualifications and suitability for your working role.

We usually collect this data via emails and telephone communications with you and, in some instances, your completion of pre-created forms (e.g. membership application forms). We may also obtain information from public sources such as the websites of financial regulators and/or (usually online) company registration sources.

We would not usually expect to collect special categories of personal data, such as information about your health, as this would be unnecessary for us in the completion of our duties. If we do need to collect such data we will firstly obtain your consent.

When we receive enquiries, whether directly or via our website, we only collect the data provided and only use it to enable us to perform the work or tasks requested.

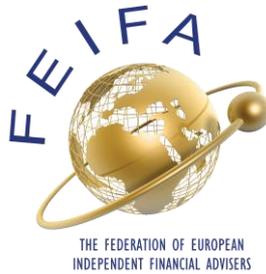
### **Information about connected individuals**

We would not expect to need to gather personal information about your close family members and dependants in order to provide our services to you. If for some reason this becomes necessary, or we request personal data referring to one or more of your business colleagues, it will be your responsibility to ensure that you have the consent of the people concerned to pass their information on to us. We will provide a copy of this privacy notice for them or, where appropriate, ask you to pass the privacy information to them.

### **Why do we need to collect and use your personal data?**

The primary legal basis that we intend to use for the processing of your data is for the performance of our service to you as detailed in our communications with you. The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively.

You may withdraw consent for us to hold and use your personal data at any time emailing the GDPR Compliance Person detailed above.



Please note that if any legal or regulatory requirements mean that we are legally obliged to retain certain data for a specified minimum period, then we will do so.

### **How will we use the information about you?**

We collect information about you in order to provide you with the services for which you engage us, as detailed in communications between us.

### **How else will we use your data?**

From time to time we will send you information by email including a monthly e-magazine and e-newsletter/s where relevant, and updates on changes to European financial regulation and legislation, surveys and invitations to events. You can unsubscribe from these emails at any time. We do not supply your details to any other organisation for marketing purposes.

### **Who might we share your information with?**

In order to deliver our services to you effectively we may need to send your details to third parties such as other FEIFA Members (as defined above). Where third parties are involved in processing your data we ensure that the nature and purpose of the processing is clear and that they are subject to a duty of confidence in processing your data. Where it is necessary for your personal data to be forwarded to a third party we will ensure that minimal information is transferred, usually only name, telephone number and email address.

### **How long do we retain your information?**

During the course of our relationship with you we will retain the personal data provided to us which is necessary to provide our services to you. We will take all reasonable steps to keep your personal data up-to-date throughout our relationship.

We reserve the right to retain data for longer where we believe there is a legitimate interest to do so.

You have the right to request deletion of your personal data. We will comply with this request, subject to the restrictions of any regulatory or legal obligations.

### **How can you access the personal information we hold about you?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email using the contact details noted below. We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to amend or remove any information that you think is incorrect.

### **How to contact us**

If you have any questions about our privacy policy or information we hold about you please contact us by email at [info@feifa.eu](mailto:info@feifa.eu).

### **How do you discuss or complain about our use of your personal data?**

If you wish to discuss or complain about how your personal data is being processed by FEIFA please contact Paul Stanfield, our GDPR Compliance Person, at: [pstanfield@feifa.eu](mailto:pstanfield@feifa.eu).