

## Privacy Notice

This privacy notice sets out how Fairfield Wealth Limited (Fairfield Wealth) uses and protects any information that you give to us.

Fairfield Wealth is committed to ensuring that your privacy is protected and that your data is stored and processed in a secure manner. Should we ask for you to provide certain information by which you can be identified, this will be done with your consent. You can be assured your personal data will only be used in accordance with this privacy notice.

Fairfield Wealth may change this policy from time to time by updating our website. You should check our website ([www.fairfieldwealth.co.gg](http://www.fairfieldwealth.co.gg)) from time to time to ensure that you are happy with any changes or contact us and we will be happy to provide further information.

### What we collect

We may collect the following personal data:

- Name and job title
- Contact information including email address
- Demographic information
- Financial information
- Other information relevant to providing effective services to you

No special category data will be collected or stored, such as racial or ethnic origin, political, philosophical, or religious beliefs, trade union membership or genetic or biometric data. Health data will only be collected or stored in relation to insurance business as required.

### What do we do with the information we gather

Fairfield Wealth require this information to understand your needs and provide you with an effective service, and in particular for the following reasons:

- Internal record keeping
- To identify your product and service requirements
- To improve our products and services
- We may periodically send promotional emails and/or letters about new products, special offers or other information which we think you may find of benefit
- If you have consented to receiving marketing information, and product and service updates, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail.

## Recipients of the data

Staff members employed by Fairfield Wealth located in Guernsey will have access to collect and process your personal data for the purposes that have been specified in this Data Privacy statement, as well as any third-party providers you may elect to use via Fairfield Wealth as part of our ongoing investment, pension or insurance strategy. Each third-party provider will have their own Data Privacy statement which will be available on demand should you wish to see it.

## Data retention

We will store your personal data on record and process it in accordance with this privacy statement until you either withdraw consent, because there is no legitimate reason for Fairfield Wealth to continue keeping your details on record, or local laws direct us otherwise.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

## The use of cookies

A cookie is a small file which asks permission to be placed in your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. A cookie in no way gives us access to your computer or any information about you, save the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser to decline cookies if you prefer.

## Links to other websites

Our website may contain links to other websites of interest from time to time. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

# Fairfield Wealth Limited

— Investment & Pension Advisers —

- On completion of our Investment Planning Questionnaire, there is a box for you to specify whether or not you want the information to be used for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us at our registered address, or emailing us at [enquiries@fairfieldwealth.co.gg](mailto:enquiries@fairfieldwealth.co.gg)

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. If you have consented, we may use your personal information to send you promotional information about third parties which we think you may find interesting.

You may request access to the personal information which we hold about you. You have a right to correct your personal data, to withdraw consent, or to erase your personal data from our records (unless there is a contractual or legal reason for Fairfield Wealth not to do so).

You have a right to port your data to another service provider and you have a right to make a complaint to the Data Protection Commissioner if you have reason to believe Fairfield Wealth have not met the requirements of fair and legal data protection processing under the General Data Protection Regulations.

No charge will be made for access requests.

If you would like a copy of the information held on you please write to:

Fairfield Wealth Limited, One High Street, St Peter Port, Guernsey, GY1 2LZ

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

## How to make a complaint

You have the right, as a Data Subject, to make a complaint should you believe Fairfield Wealth Limited to be in breach of its duty as Data Controller. You may follow our Complaints Procedure (as per the Terms & Conditions) or make the complaint directly to the Office of the Data Protection Commissioner:

Office of the Data Protection Commissioner, St Martin's House, Le Bordage, St. Peter Port, Guernsey. GY1 1BR

Tel: 01481 742074

Email: [enquiries@dataci.org](mailto:enquiries@dataci.org)

This policy is effective from July 2018.