



THE GUARANTEE AND SURETY SPECIALISTS

PRIVACY POLICY (Broker)

Mark Kaye & Associates Limited t/ as CHJ Management is committed to protecting your privacy and your Clients privacy. This Privacy Policy explains how we use the information we collect from you or that you provide to us on you / your Company and your Client.

Personal Information

When we receive information from you regarding your Client we will use this information to obtain a quotation for Surety Bond Purposes. We collect Data directly from you/ your Company and your Client, when you complete our Enquiry Form on our website, by phone or by e-mail. The Information will include your Company's Work Contact Information (Name of Business, Type of Works, Registered and Trading Address, Business Telephone Numbers and e-mail addresses) and the Client Company's Financial Information such as Accounts). The Client Company's Work Contact Information (Name of Business, Type of Works, Registered and Trading Address, Business Telephone Numbers and e-mail addresses) and the Client Company's Financial Information such as Accounts). This will also include the Communication, setting up a Contractual Agreement to provide Products and Services to do with Surety Bonds and Guarantees and the Administration of the Bonds up to the Bonds being In Issue. Without this personal data, we – CHJ Management will not be able to communicate with you / your Company and your Client or enter into a Contractual Agreement with you / your Company and your Client. This applies to Business Contracts. If you provide us with any information on behalf of a third party / your Client, you / your Company must get the explicit consent of that person / Company before passing the information to us.

If you / your Company are, or have been a Client of ours, then we will continue to process the information you have provided in accordance with our Terms of Business and in order to service your Clients' Surety Bond requirements. To complete any Anti Money Laundering, Verification or any other Processes and to provide Marketing Information on Surety Bonds and Guarantees to you to forward on to your Clients. This requirement will continue for as long as the Terms of Business agreement exists and for some time after as required by law.

We aim to keep all Personal Information accurate and up to date.

We will only pass your / your Company's personal information and your Clients' Personal Information on to a third party / Underwriter / Surety / Insurance Company in order to provide you / your Company with quotations and the Surety Bonds for your Clients and to assist in the Administration and Performance of our service to you / your Company and your Client regarding Surety Bonds.

In order for CHJ Management to conduct business and fulfil our Legal, regulatory and Contractual Obligations, we need to perform legitimate processing of your data. Below is a list of the Organisations which we share Personal data with:

2nd Floor, 3 Cobden Court, Wimpole Close, Bromley, Kent, BR2 9JF Tel: 020 8295 2666
E-mail: info@chj-suretybonds.com Website: www.chj-suretybonds.com

CHJ Management is the trading name for Mark Kaye & Associates Limited
Registered Office: 34 Napier Road, Bromley, Kent, BR2 9JA Registered No: 3595296
CHJ Management is authorised and regulated by the Financial Conduct Authority



THE GUARANTEE AND SURETY SPECIALISTS

- Underwriters
- Surety
- Reinsurers

Dealing with other people.

It is our Policy that we will only speak to you, the Broker or any of your named Colleagues about a Particular Client and their Bond requirements. If you would like us to deal with the Client Direct, then please confirm in writing to us your Consent and their details to let us know.

Security

All data that you provide us with regarding yourself, your Company and your Client is stored on our Secure Servers which are Password Protected and in our Paper Files which are stored in a Locked Room in our Locked Office. Once we have received the data from you, we use certain procedures and security features to try and prevent any unauthorised access, disclosure or accidental loss and / or damage to the said information.

Mark Kaye & Associates limited may be required to keep specific records to fulfil statutory or regulatory requirements to meet our operational needs to meet any historical purposes.

We know that sending information on the internet or via email is not secure, however we use reasonable endeavours to protect your personal data, your Company's personal data and your Clients Personal Data. We may send Personal Information on you / your Company and Your Client to Countries that may not guarantee the same level of protection for Personal Information, as we are in. We cannot guarantee the security of the data and transmission by these means are at your own risk, your Companies risk and at your Clients own risk. We aim to make sure the Third Parties who we transfer the information to look after the information to our Standards.

We will treat Personal Information of yours, your Company and your Client securely and in accordance with this Privacy Policy and Laws which apply.

Changes to the Privacy Policy

We will continue to keep this Privacy Policy up to date and can modify this Policy at any time. You should check on our website regularly for any amendments.

Should you, your Company and your Client have any questions in relation to this privacy policy, please contact the office / Data Protection Officer.

2nd Floor, 3 Cobden Court, Wimpole Close, Bromley, Kent, BR2 9JF Tel: 020 8295 2666
E-mail: info@chj-suretybonds.com Website: www.chj-suretybonds.com

CHJ Management is the trading name for Mark Kaye & Associates Limited
Registered Office: 34 Napier Road, Bromley, Kent, BR2 9JA Registered No: 3595296
CHJ Management is authorised and regulated by the Financial Conduct Authority



THE GUARANTEE AND SURETY SPECIALISTS

Marketing

We would like to keep you and your Company up to date with any news on our products and Services and changes to legislation to forward on to your Client but if you do not wish to receive such information then you can email us at info@chj-suretybonds.com

Cookies

We use cookies to identify your computer when you / your Company and your Client are on our Website. A cookie is a file sent by the Website to your computer and used by the Website to identify you / your Company and your Client. This will help us to improve our site and to deliver a personalised service.

You may configure your Browser to refuse or restrict the use of cookies. If you do this you may be unable to gain access to certain areas on our website.

Please note that anyone advertising on our site may use cookies but we do not have any control over this.

Access to your information

You have a right to access your information that we hold about you / your Company / your Client and request that inaccurate personal data be corrected, blocked, restricted, deleted or amended, should any of the information change or when inaccuracies are noted. You / your Company and your Client can object to the processing of any information and withdraw Consent at any time. Please write to us / *Data Protection Officer* at our address and ask for a Subject Access Request Form.

Retention Period of Information

We promise not to keep Personal Information for any longer than is needed for the required purpose and to retain the personal Information for all the time we are obtaining the quotation, awaiting formal confirmation of the required Terms, completion and Execution of the Security and Bond Documents, the Contract and Bond is in force and including the full duration of the Bond period to Expiry and then as required by PI / Law, the Information is to be held for 7 / 15 Years.

Personal Data that is collected and subsequently never used for any Business Purpose will be reviewed and destroyed at Mark Kaye & Associates Limited's discretion.

Complaining

In addition to your rights under our Terms of Business Agreement, you / your Company and your Client have the right to raise a privacy complaint with the Information Commissioner's office (ICO).

2nd Floor, 3 Cobden Court, Wimpole Close, Bromley, Kent, BR2 9JF Tel: 020 8295 2666

E-mail: info@chj-suretybonds.com

Website: www.chj-suretybonds.com

CHJ Management is the trading name for Mark Kaye & Associates Limited
Registered Office: 34 Napier Road, Bromley, Kent, BR2 9JA Registered No: 3595296
CHJ Management is authorised and regulated by the Financial Conduct Authority