

Privacy Notice for children and young people

You can depend on us

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1. WHO WE ARE

We are Leek Building Society, a traditional building society offering savings accounts to children and young people.

2. GET IN TOUCH

If you want to know more about the personal information that we hold about you, or if you want to raise a question with us about it then please drop us a line. As you are under 13 your parent/guardian would need to do this for you. They can write to our Data Protection Officer, Andy, on andrew.davies@leekbs.co.uk; call us on **01538 384151**; or write to us at: **Leek Building Society 50, St Edward Street, Leek, Staffordshire, ST13 5DL**.

3. WHAT INFORMATION DO WE COLLECT AND KEEP

Personal data – what's that?

What we mean is any information that could be used to identify you. This could be your name and address, or it could include things like your date of birth, telephone number, and email address. It might also include characteristics like your nationality or details about your personal circumstances.

Documentation

If you have opened a savings account with us, we will keep copies of documents which are used to prove your identity, like your passport.

4. WHERE DO WE GET THE INFORMATION FROM?

We get this information from you or your parent/guardian. We might have obtained the information when you applied for a savings account with us, if you asked about an account in one of our high street branches, or if you called us over the phone. We will also collect personal data from you when you use our website or app. We might also have it if you have entered one of our competitions.

5. WHY WE COLLECT AND USE YOUR INFORMATION

We use the information that we collect from you to help us to manage your savings account and to provide you with any help and support that you might need about those accounts.

We will only use your personal information to provide account services to you, which may include helping us to identify you.

We will not be able to provide you with a savings account if we don't keep personal data about you. We need the data to operate your account with us.

6. KEEPING YOUR INFORMATION SAFE

We want you to know that if we have collected your information then we are very careful with it. Everyone here at Leek Building Society is trained to keep information safe and secure. We do not share your information unless you have told us that we can, or if we must because of laws and regulations.

7. HOW LONG WE KEEP YOUR INFORMATION FOR

When you have a savings account with us, we will keep your information for as long as you have that account with us and then for an additional 7 years after the account has been closed. This is required by law.

8. YOUR RIGHTS

You have the same “rights” over your personal information as adults do, which is good news. You have the right to ask us to:

- Tell you how we use your personal information;
- Provide you with a copy of the personal information that we hold about you;
- Amend your personal information if it is wrong;
- Delete your personal information; and
- Stop or restrict the use of your personal information.

If you want to find out more about these rights, please look at our General Privacy Notice on our website, the one for adults.

9. WHO CAN SEE YOUR INFORMATION?

Access to your information is restricted to our staff who need to see it to look after your account. We may also share your information with others if required by law.

Please note, we will not send you any marketing material. When you turn 16 you will be asked if you would like to receive information from us about other products and services. We will only send you this information if you say that we can.

10. DPA 2018 – A SUMMARY OF YOUR RIGHTS

The Information Commissioner’s Office (ICO) has produced a summary of your data protection rights under the Data Protection Act 2018. Find out more about the ICO: www.ico.org.uk

If you have a concern about how we have handled or used your information, or are unhappy with our response to a complaint you have raised with us then please contact the ICO: www.ico.org.uk/concerns This Privacy Notice is suitable for children aged 12 years and under.

If you would like to see our General Privacy Notice, please get in touch and ask your parent/guardian to explain it to you.

If you require this information in a different format, please ask a member of staff.

Leek Building Society, Customer Service Centre,
50 St. Edward Street, Leek ST13 5DL
t: 0800 093 0004

Branches throughout Staffordshire, Cheshire, Shropshire and Derbyshire

Leek Building Society is a trading name of Leek United Building Society, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority with firm reference number 100014. Our details can be found on the Financial Services Register at <https://register.fca.org.uk/s/>. Leek United Building Society's address for service is 50 St. Edward Street, Leek, Staffordshire ST13 5DL.

leekbs.co.uk