Please keep for future reference



Power of Attorney registration team Sunderland SR43 4FL

Power of Attorney registration form

While this form references Power of Attorney (POA), it can also be used for Court of Protection (COP), Guardianships and Controllerships.

Please fill in all sections of the form using block capitals and black ink. Tick any boxes which apply.

Santander can provide literature in alternative formats. The formats are: large print, braille and audio CD. If you'd like to register to receive correspondence in an alternative format please visit **santander.co.uk/alternativeformats**. For more information, ask us in branch or give us a call. If you are deaf, have hearing loss or speech loss, please use Relay UK at **relayuk.bt.com**. This is a free service that can help you communicate over the phone. If you're using British Sign Language (BSL) and would like to use video relay, you can learn more at **santander.co.uk** by searching 'accessibility'.

Filling in this form

For help filling in this form, please call our helpline on 0800 414 8414.

To fill in this form online and find out how to register any accounts,

visit: santander.co.uk/personal/support/supported-banking/power-of-attorney

You can use this form when any of the following have been appointed on the POA or Court of Protection (COP) document.

- A family member, friend or any other personal contact.
- · A professional, such as a solicitor or accountant, who needs ongoing access to support customer accounts.

If you are a local authority or professional attorney wishing to close the accounts and pay away customer funds to a client account, please use the alternative form. This can be found on our website or by calling **0800 414 8414**. Don't use this form if a trust corporation has been appointed, or if you're a professional attorney and only wish to close accounts. Please call us on **0800 414 8414** for the correct form.

Before you get started, here's what you need to know.

- This form is only for personal banking and business banking sole trader accounts.
 Here's where to find out more about registering POA for other account types, or other available support.
 - For any other business accounts, please visit **santander.co.uk/business**
 - For Cater Allen accounts, please visit caterallen.co.uk/support/additional-support-with-your-banking/power-of-attorney
- 2. We can only register a maximum of 10 attorneys.
- 3. The attorneys are responsible for using any accounts in line with the account holder's wishes. We can't enforce any instructions or restrictions in the POA document other than the expiry date.
- 4. Attorneys who act jointly can't be given card or online access to transact.
- 5. The account holder will lose access to their accounts if:
 - o a COP, Guardianship or Controllership Order is registered
 - o you register a lasting POA with a loss of mental capacity clause
 - we're told that the account holder has lost capacity and can't manage their own accounts and finances.
- 6. We can't accept any POA documents registered outside the UK.
- 7. If you're a family member, friend or other personal contact, please fill in all sections of this form apart from section 4.
- 8. If you're acting in a professional capacity, and you're named on the POA legal document, please fill in all sections of the form.
- 9. If you're registering a lasting POA, you might be able to get an Office of the Public Guardian (OPG) access code. This lets us check your POA document without you sending us a copy. You can find out more at **gov.uk/use-lasting-power-of-attorney**
 - If you have an access code, please include it in Section 1. The code will expire after 30 days, from the date you get it. To give us enough
 time to look at your request, please make sure the code's not due to expire within 5 working days of sending in your application.
 If your lasting POA lists 'yes' to 'Preferences', 'Instructions' or both, we can't accept the access code. We'll need to see the full POA
 legal document.

- o all the information given in this form is up to date
- o if appointed in a personal capacity, the addresses you've given match the ones we already hold for the customer.

Section 1: Type of document						
COP Order Unregistered Enduring PO						
Lasting or Continuing POA Ordinary or general POA	Controllership					
OPG access code**						
Enduring POA registered and stamped by the OPG Other, please explain						
*We can only accept an Unregistered EPA that was made and signed before 1 October 2007 and where the account holder still has capacity. After 1 October 2007, the account holder must make a LPA instead. Where the account holder has lost capacity, the EPA will need to have been registered and stamped by the OPG before we can register it.						
**Please provide your OPG access code if you have one. This should be 13 characters and start with a V.						
Section 2: Account holder details						
Title (Mr, Mrs, Ms, Miss, Mx, Other)	National Insurance number					
Title (MI, MIS, MS, MISS, MX, Other)	National insulance number					
First same	Date of birth					
First name	Date of Dirth					
Middle name	Address - This should match the address we already hold					
Surname						
	Postcode					
Section 3: Account holder's account numbers						
	any sala tradar assaunts					
Tick to register on all personal accounts and holdings, including						
Tick to register on all personal accounts and holdings, including If you have any questions about how specific accounts work, please ca	all our helpline and we'll put you in touch with the right team.					
Tick to register on all personal accounts and holdings, including If you have any questions about how specific accounts work, please of If you only want to register POA on certain accounts and holdings, plea						
Tick to register on all personal accounts and holdings, including If you have any questions about how specific accounts work, please of If you only want to register POA on certain accounts and holdings, plea If you need registration on more than 10 accounts but don't want accounts	all our helpline and we'll put you in touch with the right team. se add the account numbers, credit card numbers or reference IDs below.					
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- \circ $\;$ The attorneys are appointed to act on a joint basis.
- The account holder holds a joint account with another customer who the attorneys must transact with.
- $\circ~$ The account doesn't offer cards. For example, mortgages.
- $\circ \ \ \, \text{The account doesn't allow online access for attorneys. This includes investments, mortgages and credit cards.}$

Section 4: Attorneys acting within a professional capacity

You only need to fill out this section if you're being appointed to act in a professional capacity.

If you're being appointed as a family member or friend, you can skip to section 5.

A professional attorney, deputy, controller or guardian is a person employed in a professional capacity. This can include accountants and solicitors. We can only register a professional from a business within the UK.

Business (e.g name of solicitors firm)	Business Registration Number (e.g. CRN, Registered Charity Number or Solicitors Regulation Authority (SRA) ID)
Business type (please tick the one that applies)	
Association or society Charity	Business contact name
Club partnership Limited liability	Business contact email address
Outlet Partnership	Submitted to Mark additions
Pension scheme company Limited company (Ltd)	Business contact phone number
Public limited company (Plc) Public sector bodies	
Sole trader Trust corporation	Business address
Other (please state)	
What does the business do?	Postcode
Ducing a short data (sith or data of incorporation for limited	Correspondence address (this will be the address we send the account holder's post to. For example, bank statements)
Business start date (either date of incorporation for limited companies or when the business started trading) D D M M Y Y Y Y	Please tick if the correspondence address is the same as the business address
Country of establishment or incorporation	
	Postcode
Please tick to confirm that you (the person completing the form) account holder as a professional attorney.	are authorised by the account holder, or a court, to support the

Section 5: Attorney details (including individuals authorised to act in a professional capacity whose business details were given in section 4)

If more than 2 attorneys are being registered, please copy this sheet to provide all attorney details.

Title (Mr, Mrs, Ms, Miss, Mx, Other)	Title (Mr, Mrs, Ms, Miss, Mx, Other)			
The (m, ma, ma, ma, ma, m, etner)	Titte (Wil, Wils, Wils, Wilss, Wil, Other)			
First name	First name			
Middle name	Middle name			
Surname	Surname			
Other names you're known by and often use. But not nicknames. Please enter title, first name, and surname	Other names you're known by and often use. But not nicknames. Please enter title, first name, and surname			
Date of birth DDMMMYYYYY	Date of birth DDMMMYYYYY			
Gender Male Female	Gender Male Female			
Home address (if acting in a professional capacity, please give your business address)	Home address (if acting in a professional capacity, please give your business address)			
Postcode	Postcode			
How long have you lived at this address? Y Y M M	How long have you lived at this address? Y Y M M			
Telephone number (if acting in a professional capacity, please give your business telephone number)	Telephone number (if acting in a professional capacity, please give your business telephone number)			
Email address (if acting in a professional capacity, please give your business email address)	Email address (if acting in a professional capacity, please give your business email address)			
Nationality	Nationality			
	Nationality			
Second nationality (if you have dual nationality)	Second nationality (if you have dual nationality)			
Is your country of residence the UK? Yes No	Is your country of residence the UK? Yes No			
If no, please give your country of residence	If no, please give your country of residence			
Country of birth	Country of birth			
Country of house and depose (the country where the country of the	Country of the vacidance /the country who are value as wealth living			
Country of tax residence (the country where you're currently living and employed)	Country of tax residence (the country where you're currently living and employed)			
Employment status	Employment status			
Please tick the one that applies.	Please tick the one that applies.			
Employed Not employed – homemaker	Employed Not employed – homemaker			
Unemployed Not employed – student	Unemployed Not employed – student			
Self-employed Retired	Self-employed Retired			
Occupation (if employed or self-employed)	Occupation (if employed or self-employed)			

Section 6: Attorney Data Protection Statement Please tick to confirm you've read and consider the full Data **Data Protection Statement** Protection Statement in section 10. Your personal data is data which by itself or with other data available to you can be used to identify you. We are Santander UK Attorney 1 Attorney 6 plc, the data controller. This Data Protection Statement sets out how Attorney 7 Attorney 2 we'll use your personal data. You can contact our Data Protection Officer (DPO) at Data Protection Officer, Santander, Sunderland Attorney 3 Attorney 8 SR43 4GP, if you have any questions. Attorney 4 Attorney 9 Where there are 2 or more people named on this form, this Data Protection Statement applies to each person separately. Attorney 5 Attorney 10 Section 7: Attorney declaration Anyone who wants to transact on this account needs to sign this section of the form. If you aren't identified as an authorised signatory, then we won't accept your signature as authorisation to carry out a transaction. Anyone signing this form should read and consider the declaration before adding their signature. Please contact us on the helpline if you have any questions or need further information. The following authorised signatories want to operate the account holder's account (the 'Account') with Santander UK Plc ('Santander'): I/We understand that the account holder will lose access to any of their accounts if: o a COP, Guardianship or Controllership Order is registered • I/we register a Lasting POA with a loss of mental capacity claus. • we're told that the account holder has lost capacity and can't manage their own accounts and finances. By signing this application form I/we confirm that: my/our personal information in section 4 and/or section 5 of this application is true and correct I/we agree to tell Santander within 30 days of any change that affects my/our tax residency status or causes the information in this form to become incorrect. • I've/we've been appointed by one of the following: - the account holder to act as an attorney - the Court of Protection, sheriff or Office of Care and Protection to act as a deputy, quardian or controller, or as needed - the local authority that's acting as attorney (see section 4 for details). o I/we accept that my/our personal data will be processed in line with the Data Protection Statement in section 10 I/we accept that it's my/our responsibility to comply with any restrictions outlined in the POA document o I/we'll observe the terms and conditions of the account o I've/we've received the FSCS Information Sheet and Exclusions List o I'm/we're registering this POA in the complete knowledge of the customer named o I/we accept I/we need to tell Santander about any changes in circumstances relating to this POA arrangement I/we accept the account holder will still receive correspondence, including a letter, which confirms that I've/we've been registered against their bank account(s). I/We understand this will happen even if I've/we've told Santander that the account holder is not mentally capable of managing their own financial affairs o I/we accept that if a joint POA is registered, and one of the joint attorneys is being removed for any reason, then any remaining attorneys will also be removed. This is because the POA agreement becomes invalid. This can include an attorney passing away, screening undertaken by the bank, the attorney disclaiming their appointment, or divorce between attorney and donor o I'm/we're over the age of 18 and not currently an undischarged bankrupt or subject to a Debt Relief Order. If this changes in the future, I/we understand that I must tell Santander and that I/we won't be able to act as attorney any more. Attorney 1 signature Attorney 3 signature Date Date Attorney 2 signature Attorney 4 signature

D D

Section 7. Accorney dectaration (continued)					
Attorney 5 signature	Attorney 8 signature				
Date D D M M Y Y Y Y	Date D D M M Y Y Y Y				
Attorney 6 signature	Attorney 9 signature				
Date D D M M Y Y Y Y	Date D D M M Y Y Y Y				
Attorney 7 signature	Attorney 10 signature				
Date D D M M Y Y Y Y	Date D D M M Y Y Y Y				
Section 8: Checklist					
To make sure we can process your request as quickly as possi	ible, please fill in the checklist below.				
If you're a family member or friend, make sure all sections apart from section 4 are completed in full.	For anyone named on the POA legal document, either in a personal or professional capacity,				
If you're a professional, please make sure all sections of this form are completed.	we'll need 2 forms of ID. 1 from list 1 and 1 from list 2.				
This form has been signed by all the attorneys, deputies, guardians (Scotland) or controllers (Northern Ireland) to be registered.					
The relevant legal documentation to support the attorney arra	ngement (see section 1) has been included and all pages are present.				
COP with COP Order – 2 pages minimum with official COP sta	amp.				
Enduring POA – 4 pages minimum (part A, part B, part B continued, part C, part C continued). Signed by the customer and all attorneys, with all signatures witnessed.					
Enduring POA registered with the OPG or COP – 4 pages min Signed by all attorneys, with all signatures witnessed.	nimum (as above) with an official COP stamp.				
Lasting POA – Property and Financial Affairs - 11 pages minim can provide an OPG access code if you have one. This should be code expires after 30 days. Therefore, please make sure that it	num with an OPG stamp. Signed by our customer and all attorneys, or you e recorded in Section 1 of this form. Please remember that the OPG access 's not due to expire within 5 working days of your application.				
OPG access code – Please tick to confirm that you've checked	that your access code has more than 5 working days before it expires.				
Ordinary or general POA – 1 page minimum, with all signatur	res witnessed.				
Other					
What to do next					
Once you have all of the above, please send it to the following	ng address:				
Santander POA Operations Sunderland SR43 4FL					
Or, you can make an appointment at your local branch, where a	a member of staff will be able to help.				

Section 9: Identification requirements

Attorneys acting in a personal capacity

If you need to open a new account or ask to be added to an existing Santander account, you'll need to give us:

- o a certified copy of the POA document. See below for advice for COP and Guardianship Orders.
- o 2 forms of ID. We need 1 from list 1 and 1 from list 2 of our Customer Identification Document.

You'll find this on **santander.co.uk** under **Support > Customer support > Customer identification documents**. Or you can pick up a copy in any branch. Call our POA helpline on **0800 414 8414** if you need help.

Providing ID

- o If you're taking your documents to a branch, you must provide original ID.
- If you're sending them by post, please don't send originals. Please provide unaltered black and white photocopies of your ID. It doesn't need to be certified. Include copies of any pages that contain photos, reference details, transactions and current UK entry or residence visas. Sometimes, there might be additional checks and documents required.

Attorneys acting in a professional capacity:

- You'll need to provide 1 form of ID from list 1 and 1 form of ID from list 2 of our Customer Identification Document. You can find this on santander.co.uk under Support > Customer support > Customer identification documents.
- You'll also need to provide a certified copy of any POA documents. See above for advice for COP and Guardianship Orders.

Section 10: Data Protection Statement

Introduction

My personal data is data which by itself or with other data available to you can be used to identify me. Santander UK Plc is the data controller. This data protection statement sets out how you'll use my personal data. I can contact your Data Protection Officer, Santander, Sunderland SR43 4GP if I have any questions.

Where there are two or more people named on this form, this data protection statement applies to each person separately.

The types of personal data you collect and use

Whether or not I become a customer, you'll use my personal data for the reasons set out below and to manage the account, policy or service on which I am registered as an Attorney. You'll collect most of this **directly** during the application journey. The sources of personal data collected **indirectly** are mentioned in this statement. The personal data you use may include:

- Full name and personal details including contact information (e.g. home address and address history, email address, home and mobile telephone numbers) and financial expected activity;
- Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- Records of products and services I've obtained or applied for, how I use them and the relevant technology used to access or manage them (e.g. mobile phone location data, IP address, MAC address);
- Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- Personal data about other named applicants. I must have their authority to provide their personal data to you and share this data protection statement with them beforehand together with details of what I've agreed on their behalf;
- Information relating to my financial circumstances, including whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order.

Providing my personal data

You'll tell me if providing some personal data is optional, including if you ask for my consent to process it. In all other cases I must provide my personal data so you can process my application (unless I'm a customer and you already hold my details).

Monitoring of communications

Subject to applicable laws, you'll monitor and record my calls, emails, text messages, social media messages and other communications in relation to my dealings with you. You'll do this for regulatory compliance, self-regulatory practices, crime prevention and detection, to protect the security of your communications systems and procedures, to check for obscene or profane content, for quality control and staff training, and when you need to see a record of what's been said. You may also monitor activities on the account where I/we are registered where necessary for these reasons and this is justified by your legitimate interests or your legal obligations.

Using my personal data: the legal basis and purposes

You'll process my personal data:

- 1. As necessary **to perform your contract with me** for the relevant account, policy or service on which I am registered as an Attorney:
 - a) To take steps at my request prior to entering into it;
 - b) To decide whether to enter into it;
 - c) To manage and perform that contract;
 - d) To update your records; and
 - e) To trace my whereabouts to contact me about the account(s) I am registered on and recovering debt.
- 2. As necessary **for your own legitimate interests** or those of other persons and organisations, e.g.:
 - a) For good governance, accounting, and managing and auditing your business operations;
 - b) To monitor emails, calls, other communications, and activities on the account where I/we are registered on;
 - To conduct regular searches of the Insolvency Register to ascertain whether I am bankrupt, subject to a debt relief order, subject to a bankruptcy restriction order, or an interim debt relief restrictions order;

Section 10: Data Protection Statement (continued)

- d) For market research, analysis and developing statistics; and
- e) You will not send marketing communications to me as a result of me acting as a third party on behalf of the account holder. Subject to my marketing preferences, I may continue to receive marketing communications in relation to any existing products or services that I have with you.

3. As necessary to comply with a legal obligation, e.g.:

- a) When I exercise my rights under data protection law and make requests;
- For compliance with legal and regulatory requirements and related disclosures;
- c) For establishment and defence of legal rights;
- for activities relating to the prevention, detection and investigation of crime;
- e) To verify my identity, make credit, fraud prevention and anti-money laundering checks; and
- f) To monitor emails, calls, other communications, and activities on the account(s) I am registered on.

4. Based on **my consent**, e.g.:

- a) When I request you to disclose my personal data to other people or organisations such as a company handling a claim on my behalf, or otherwise agree to disclosures;
- b) When you process any special categories of personal data about me at my request (e.g. my racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning my health, sex life or sexual orientation); and
- c) To send me marketing communications where you've asked for my consent to do so.

I'm free at any time to change my mind and withdraw my consent. The consequence might be that you can't do certain things for me.

Sharing of my personal data

Subject to applicable data protection law you may share my personal data with:

- The Santander group of companies* and associated companies in which you have shareholdings;
- Sub-contractors and other persons who help you provide your products and services;
- · Companies and other persons providing services to you;
- Your legal and other professional advisors, including your auditors:
- Fraud Prevention agencies, when you register me as an Attorney and periodically during account service management whilst I am registered on the account;
- Government bodies and agencies in the UK and overseas (e.g. the Office of Public Guardian, Office of Care and Protection, Court of Protection and HMRC who may in turn share it with relevant overseas tax authorities and with regulators (e.g. the Prudential Regulation Authority, the Financial Conduct Authority, the Information Commissioner's Office);
- Courts, to comply with legal requirements, and for the administration of justice;
- In an emergency or to otherwise protect my vital interests;
- To protect the security or integrity of your business operations;
- To other parties connected the account where I/we are registered on e.g. guarantors/Donor/Granter and other people named on the application including joint account holder who will see my/our transactions.

- When you restructure or sell your business or its assets or have a merger or re-organisation;
- Market research organisations who help to improve your products or services;
- Payment systems (e.g. Visa or Mastercard) if you issue cards linked to the accounts I/we are registered on as an attorney, who may transfer my personal data to others as necessary to operate my account and for regulatory purposes, to process transactions, resolve disputes and for statistical purposes, including sending my personal data overseas; and
- Anyone else where you have my consent or as required by law.

International transfers

My personal data may be transferred outside the UK and the European Economic Area. While some countries have adequate protections for personal data under applicable laws, in other countries steps will be necessary to ensure appropriate safeguards apply to it. These include imposing contractual obligations of adequacy or requiring the recipient to subscribe or be certified with an 'international framework' of protection. Further details can be found in the 'Using My Personal Data' booklet.

Identity verification and fraud prevention checks

The personal data you've collected from me when you register me as an Attorney on this account or policy or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify my identity. If fraud is detected, I could be refused certain services, finance or employment in future. You may also search and use your internal records for these purposes. Further details on how my personal data will be used by you and these fraud prevention agencies, and my data protection rights, can be found in the 'Using My Personal Data' booklet.

Automated decision making and processing

Automated decision making involves processing my personal data without human intervention to evaluate my personal situation such as my economic position, personal preferences, interests or behaviour, for instance in relation to transactions on the account where I/we are registered on, my payments to other providers, and triggers and events such as account opening anniversaries and maturity dates. You may do this to decide what marketing communications and marketing in-branch is suitable for me, to analyse statistics and assess lending and insurance risks. All this activity is on the basis of your legitimate interests, to protect your business, and to develop and improve your products and services, except as follows; when you do automated decision making including profiling activity to assess lending and insurance risks, this will be performed on the basis of it being necessary to perform the contract with me or to take steps to enter into that contract. Further details can be found in the 'Using My Personal Data' booklet.

Criteria used to determine retention periods (whether or not I am registered as an Attorney)

The following criteria are used to determine data retention periods for my personal data:

- **Retention in case of queries.** You'll retain my personal data as long as necessary to deal with my queries (e.g. if my application is unsuccessful);
- Retention in case of claims. You'll retain my personal data for as long as I might legally bring claims against you; and
- Retention in accordance with legal and regulatory requirements. You'll retain my personal data after the account I am registered on, policy or service has been closed or has otherwise come to an end based on your legal and regulatory requirements.

Section 10: Data Protection Statement (continued)

My rights under applicable data protection law

My rights are as follows (noting that these rights don't apply in all circumstances and that data portability is only relevant from May 2018):

- The right to be informed about your processing of my personal data;
- The right to have my personal data corrected if it's inaccurate and to have incomplete personal data completed;
- The right **to object** to processing of my personal data;
- The right to restrict processing of my personal data;
- The right to have my personal data erased (the 'right to be forgotten');
- The right to request access to my personal data and information about how you process it;
- The right to move, copy or transfer my personal data ('data portability'); and

 Rights in relation to automated decision making including profiling.

I have the right to complain to the Information Commissioner's Office. It has enforcement powers and can investigate compliance with data protection law: **ico.org.uk**.

For more details on all the above I can contact your DPO or request the 'Using My Personal Data' booklet by asking for a copy in branch or online at **santander.co.uk**.

Data anonymisation and aggregation

My personal data may be converted into statistical or aggregated data which can't be used to identify me, then used to produce statistical research and reports. This aggregated data may be shared and used in all the ways described above.

*Group companies

For more information on the Santander group companies, please see the 'Using My Personal Data' booklet.