

BRADSHAW DIXON & MOORE LIMITED'S NOTE ON THE MANNER OF ITS COMPLIANCE WITH THE DATA PROTECTION ACT 1998

1. In this Data Protection Note, a "Practitioner" is a practitioner who uses the website ("Site") of Bradshaw Dixon & Moore Limited ("BDM") in relation to one or more modules of BDM's automated, online services which are designed to assist a Practitioner and their client ("Practitioner's Client") in the area of pensions within the ancillary relief process (any or all of which modules or services can be referred to as "Pension Relief Service").
2. In order to provide the Pension Relief Service, BDM will need to be supplied with information ("Information") which may include accounts and personal financial details, such Information to be supplied by the Practitioner and / or other sources such as the bank of the Practitioner's Client and credit reference agencies.
3. BDM may also, when authorised in writing by the Practitioner's Client (or by the Practitioner on behalf of the Practitioner's Client) apply to the professional or other advisers of the Practitioner's Client for information which is supplementary to the Information.
4. BDM will record the Information (whether in manually operated or automated systems) and retain it only as long as required by law to do so and BDM will keep it as securely as possible.
5. BDM will use the Information only to provide the Pension Relief Service.
6. BDM will disclose such of the Information as is necessary to comply with any legal or regulatory requirements to which BDM may be subject.
7. Except as permitted by this Data Protection note and in order to provide the Pension Relief Service as required by legal or regulatory requirements, BDM will only disclose Information to those to whom Practitioner or Practitioner's Client may specifically (in writing) authorise disclosure.
8. BDM may also use the Information to monitor and analyse its business and by the Practitioner's use of the Site the Practitioner consents to this on behalf of himself and on behalf of Practitioner's Client.
9. A Practitioner or Practitioner's Client has the right to apply to BDM for details of the Information which BDM holds about the Practitioner's Client and an administrative charge may be made by BDM for so complying.



bradshaw dixon moore



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DPA/v1/04.06