

Section 4 Authorised persons details (the person authorised to act on behalf of the local authority or as a professional attorney)

Authorised person 1

First name

Middle name

Surname

Previous surname/other names you're known by or commonly use. This doesn't include nicknames. Please include title, first name and surname.

Date of birth

D	D	M	M	Y	Y	Y	Y
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Is your country of residence the UK? Yes No

If no, please state country of residence

Authorised person 2

First name

Middle name

Surname

Previous surname/other names you're known by or commonly use. This doesn't include nicknames. Please include title, first name and surname.

Date of birth

D	D	M	M	Y	Y	Y	Y
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Is your country of residence the UK? Yes No

If no, please state country of residence

Section 5 Tell us about the closure

Please tick if you want to close all accounts.

If you only want to close some of the accounts, give us the details here.

Account for closure 1

Account for closure 2

Account for closure 3

Account for closure 4

Account for closure 5

I want to close the accounts. Please issue a cheque for the balance, made out to the account holder, and either:

- the local authority
- the professional attorney
- the professional attorney's firm

I want to close the account or accounts. Please transfer the account balance to the account below. This account is held in the name of:

- the local authority
- the professional attorney's firm
- the account holder

Please provide the account details for payment

Sort code

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Account number

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Account name

Section 6 Authorise this closure

By signing this form, I authorise you to close the account or accounts and transfer any funds that are left.

Authorised person 1								
<input type="text"/>								
Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y	

Authorised person 2								
<input type="text"/>								
Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y	

Section 7 Provide extra proofs of ID

Please tick the proof of ID that applies to you, then post it to us.

- Local authority ID photo for each authorised person if representing a local authority
- Copy of deputyship order
- Letter of delegation with instructions, on local authority headed paper if representing a local authority
- One form of ID from **list 1**
- If professional attorney- Letter of delegation with instructions on company headed paper - if applicable

Section 8 Authorised person Data Protection Statement

Data Protection Statement

We are Santander UK plc, the data controller. Your personal data is data which (by itself or with other data available to Santander UK plc) can be used to identify you. The data protection statement in section 8 sets out how we'll use your personal data. You can contact our Data Protection Officer (DPO) at Data Protection Office, Santander, Sunderland, SR43 4GP if you have any questions.

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

Please tick to accept the Data Protection Statement

- Authorised person 1 Authorised person 2

Section 9 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 (DPO) at Data Protection Office, 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;
 - c) 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 9 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;
 - b) For compliance with legal and regulatory requirements and related disclosures;
 - c) For establishment and defence of legal rights;
 - d) 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 to 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

Section 9 Data Protection Statement (continued)

I am registered on, policy or service has been closed or has otherwise come to an end based on your legal and regulatory requirements.

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.

