



# Business Cashback Credit Card Additional Cardholder Form

### Completing this form

If you would like to add an additional cardholder to your account (at no extra cost to the annual fee), please complete this form.

This form is to be completed and signed by the accountholder and additional cardholder using BLOCK CAPITALS and black ink. All sections are mandatory unless marked as 'if applicable'.

An additional cardholder must be over 18 years old, be a UK resident and employed by your business. The accountholder will be responsible for the use and repayments on any additional cards.

If you are looking to add more than 1 additional cardholder please complete a separate form per person. The total number of cardholders per Business Banking Cashback Credit Card must not exceed 4.

### 1 Your details

#### Business Details

Business name

Business address  
  
  
  
 Postcode

Existing Business Cashback Credit Card 16 digit card number (if applicable)

#### Additional Cardholder Details

Mr  Mrs  Ms  Miss

Other

Gender Male  Female

First name

Middle name(s)

Surname

Any other names known by (e.g. maiden name)

Name to be embossed on the card (max. 21 characters including spaces)

Date of birth (minimum age 18 years)

#### Marital Status Options:

Married/Civil partnership  To be married

Single  Divorced/Civil part dissolved

Living with partner  Widow/er

Separated

Permanent address (UK only)

  
  
 Postcode

Please provide a contact telephone number in case we need to contact you regarding your account.

#### Sign Here

By signing this form you consent to us using your personal data as described in the Data Protection statement overleaf.

#### Signature of Additional Cardholder

#### Signature of Company Director

(A Director, Owner or Partner of the company must sign here)

## 2 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. You are Santander UK plc, 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 201 Grafton Gate East, Milton Keynes, MK9 1AN if I have any questions.

When we change this Data Protection Statement in a material way, a notice will be displayed on our website along with the updated privacy policy.

### The types of personal data you collect and use

Whether or not I become a customer or additional cardholder, you'll use my personal data for the reasons set out below and if I become a customer or an additional cardholder you'll use it to manage the account, policy or service I've applied for. 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 be about me as a personal or business customer and may include (where relevant for the product or service I am applying for):

- o Full name and personal details including contact information (e.g. home and business address and address history, email address, home, business and mobile telephone numbers);
- o Date of birth and/or age (e.g. to make sure that I'm eligible to apply);
- o Financial details (e.g. salary and details of other income, and details of accounts held with other providers);
- o 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);
- o Biometric data (e.g. fingerprints and voice recordings for TouchID and voice recognition);
- o Information from credit reference or fraud prevention agencies, electoral roll, court records of debt judgements and bankruptcies and other publicly available sources as well as information on any financial associates I may have;
- o Family, lifestyle or social circumstances if relevant to the product or service (e.g. the number of dependants I have);
- o Education and employment details/employment status for credit and fraud prevention purposes; and
- o Personal data about other named applicants. I must have their authority to provide their personal data to you and must share this data protection statement with them beforehand together with details of what I've agreed on their behalf.

### 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 my account 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:
  - 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 my account 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 search at credit reference agencies at my home and business address if I'm over 18 and apply for credit;
- c) To monitor emails, calls, other communications, and activities on my account;
- d) For market research, analysis and developing statistics; and
- e) To send me marketing communications and for marketing to me in-branch, including automated decision making relating to this.

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 checks, fraud prevention and anti-money laundering checks; and
- f) To monitor emails, calls, other communications, and activities on my account.

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:

- o The Santander group of companies\* and associated companies in which you have shareholdings;
- o Sub-contractors and other persons who help you provide your products and services;
- o Companies and other persons providing services to you;
- o Your legal and other professional advisors, including your auditors;
- o Fraud prevention agencies, credit reference agencies, and debt collection agencies when you open my account and periodically during my account or service management;
- o Other organisations who use shared databases for income verification and affordability checks and to manage/collect arrears;
- o Government bodies and agencies in the UK and overseas (e.g. 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);
- o Courts, to comply with legal requirements, and for the administration of justice;
- o In an emergency or to otherwise protect my vital interests;
- o To protect the security or integrity of your business operations;
- o To other parties connected with my account e.g. guarantors and other people named on the application including joint account holders who will see my transactions;
- o When you restructure or sell your business or its assets or have a merger or re-organisation;
- o Market research organisations who help to improve your products or services;

## 2 Data protection statement (continued)

- o Payment systems (e.g. Visa or Mastercard) if you issue cards linked to my account, 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
- o 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 at application 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.

### My marketing preferences and related searches

You'll use my home address, phone numbers, email address and social media (e.g. Facebook, Google and message facilities in other platforms) to contact me according to my preferences. I can change my preferences or unsubscribe at any time by contacting you. In the case of social media messages I can manage my social media preferences via that social media platform. If I'm over 18, you may search the files at credit reference agencies before sending marketing communications or doing marketing in-branch to me about credit. The credit reference agencies don't record this particular search or show it to other lenders and it won't affect my credit rating. You do this as part of your responsible lending obligations which is within your legitimate interests.

If you don't want information on other products and services or to be included in market research, and you haven't told us before, you can let us know by calling us on 0800 218 2345 (we're available Monday to Friday 8am to 9pm and Saturday 9am to 2pm). We may record and monitor calls to help us with training and security.

### 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 my accounts, 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.

### Other information about me as a business customer

You may also hold all the information I give to you (i.e. name, address, date of birth, nationality) in order to undertake periodic due diligence checks which banks are required to undertake to comply with UK legislation.

### Criteria used to determine retention periods (whether or not I become a customer)

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

- o **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);
- o **Retention in case of claims.** You'll retain my personal data for as long as I might legally bring claims against you; and
- o **Retention in accordance with legal and regulatory requirements.** You'll retain my personal data after my account, 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):

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

**3 Checklist (only to be completed if you're adding cardholders to your existing Business Cashback Credit Card)****Before returning this form please complete the following checklist**

Have you filled out all of the above applicable fields with correct information? Yes

If the additional cardholder is an existing customer or has been a customer in the past, tick Yes. Yes  N/A

If Yes, do the details provided above for the additional cardholder match the corresponding details we hold for the customer on our records? Yes  No

If No, we advise that the additional cardholder contacts us to update their details to avoid delays when submitting this form.

Please ensure that all fields have been filled in correctly before returning this form to: **BBCC Department, PO Box 983, Bradford, BD1 9FE.**

Once we have received your completed form, we will aim to complete the request in 5 working days of receipt. Any incomplete or missing information will result in your request not being processed and a new request will be required.

If you require assistance with this request please call **0800 218 2345**. Lines are open 8am to 9pm, Monday to Friday and 9am to 2pm Saturday.