

Privacy notice for kids and young people

Nottingham
Building Society

**Hi, we are Nottingham Building Society, or NBS for short.
It's great to meet you!**

We help people save money and buy their own homes.

We also look after something else that's really important, your personal information. That means things like your name, address, and anything else that's about you. We want you to know how we use that information, how we keep it safe, and what choices you have about your information.

If you need help reading this, let your parent or the grown up who looks after you know.



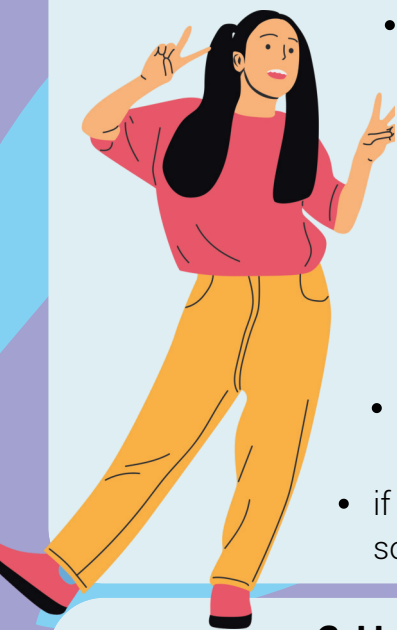
1. What is personal information?

Your personal data is information about you like your name, address, and email address. It includes any information that when someone looks at it, they can tell it's about you. It includes information that's on paper, online, or perhaps in a CCTV recording if you've visited one of our branches.

2. What information do we collect?

We need to get some information about you when you open an account with us. When you open an account, or when your parent, grandparent or the person who looks after you opens one for you, we need to get some information about you. This might include:

- your name (including any previous names), address, date of birth, gender and contact information like your postal address, email address, and telephone number if you have one
- if someone helped you open your account, information about them so they can help you look after your money
- something to prove who you are, like your birth certificate or passport
- information about your accounts with us, like when you take your money out (make a withdrawal) and put money into your account (make a deposit)
- records of when we've had contact with you or the person looking after your account, like emails, letters, and notes on our system
- which branches you use, and CCTV images and videos in our branches (if you visit them)
- if you need any help, for example if you have a disability or health condition or something else happening in your life which means you need extra support



3. How do we use your information?

We use your information so we can:

- look after your account and keep your money safe
- follow all the rules we need to
- protect you, other people, and us
- see how people use their accounts so we can make new types of account

4. How do we keep your information safe?

We train the people that work for us to use your information properly and safely. We also use secure computers and systems to protect it.

We usually keep your information for up to 7 years after your account is closed – unless we need it for longer to follow the rules



5. Who do we share your information with?

We only share your information when we are allowed to. We might share it with:

- whoever helps you to look after your money
- other banks or building societies if you tell us to
- people who check we're doing our jobs properly

We sometimes work with other companies who help us do things like send emails or print letters.

They don't use your information for themselves they just help us give you the best service.

6. Your choices about your information

There are things you're allowed to ask us to do with your personal information. For example, you can ask us to:

- Show you what information we have about you
- Delete it if we don't need it anymore
- Fix anything that's wrong
- Send it to another bank or building society
- Stop using it if you're not happy

You can make the request yourself if you're over 13, or the person who looks after you can make it for you, by emailing datasubjectrights@thenottingham.com or calling on 0303 123 1113.

We have one month to respond to your request. If we can't do it or need a bit longer, we'll tell you.

7. Who makes sure we follow the rules?

We have a Data Protection Officer who helps us keep your information safe. You or the person that looks after you can contact them if you have questions or worries:

- E-mail: dpo.dpo@thenottingham.com
- Post: Data Protection Officer, Nottingham Building Society, Nottingham House, 3 Fulforth Street, Nottingham, NG1 3DL

If you're still not happy, you can speak to the Information Commission's Office (ICO), who make sure we follow the rules to protect your information. You can visit their website here: <https://ico.org.uk/>

8. If you would like more information

There's lots more information in our full Privacy Notice, which you can find on our website here: <https://www.thenottingham.com/about-us/privacy-policy>

