ACCORD MORTGAGES

POWER OF ATTORNEY/COURT APPOINTEE - REGISTRATION FORM

(For Attorney(s)/Deputy(s) Receiver(s)/Guardian(s) only)

FOR SOCIETY USE ONLY		
Account number	**Branch/agency code**	**Date account opened**

- **This form is for attorney(s)/court appointee(s) registering to operate an account on behalf of the account holder.**
- **It should only be used in conjunction with a power of attorney/court of protection document.**
- **Attorney(s)/court appointee(s) — please complete and sign the form and return to: Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ.**

SECTION 1 ATTORNEY(S)/COURT APPOINTEE(S) DETAILS

1ST ATTORNEY/COURT APPOINTEE	2ND ATTORNEY/COURT APPOINTEE
Title and surname	Title and surname
Forenames in full	Forenames in full
Date of birth	Date of birth
National insurance number	National insurance number
Full address (including postcode)	Full address (including postcode)
Number of years and months at address	Number of years and months at address
Previous address including postcode (if you've lived at your current address for less than 3 years)	Previous address including postcode (if you've lived at your current address for less than 3 years)
Email	Email
Phone number (mobile / home)	Phone number (mobile / home)
Nationality	Nationality

SECTION 2 ACCOUNT HOLDER'S DETAILS

Account holder's name			Account holder's date of birth		
Has the account holder lost mental capacity?	Yes ☐	No ☐	Has the account holder lost physical capacity and is unable to sign?	Yes ☐	No ☐

If the account holder is experiencing a loss of physical capacity or requires any additional support, please let us know what support they require to effectively manage their account/s.

SECTION 3 LPA ACCESS CODE

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SECTION 4 AS ATTORNEY/COURT APPOINTEE

I/We wish to be registered (where possible) to **all** existing accounts (please tick to confirm)	☐	**OR**	I/We wish to be registered to the following existing accounts **only**:	
Change of address for the account holder (if applicable)				

Our printed material is available in alternative formats e.g. large print, braille or audio. Please call us on **0345 1200 872**.

Accord Mortgages Limited is authorised and regulated by the Financial Conduct Authority. Buy to Let Mortgages are not regulated by the Financial Conduct Authority. Accord Mortgages Limited is entered in the Financial Services Register under registration number 305936. Accord Mortgages Limited is registered in England No: 2139881. Registered Office: Yorkshire House, Yorkshire Drive, Bradford BD5 8LJ. Accord Mortgages is a registered Trade Mark of Accord Mortgages Limited. All communications with us may be monitored/recorded to improve the quality of our service and for your protection and security. Calls to 03 numbers are charged at the same standard network rate as 01 or 02 landline numbers, even when calling from a mobile.

YOUR PERSONAL INFORMATION

When you register for Power of Attorney / Court Appointee we will use your personal information together with other information available (including relevant sensitive information, e.g. health, offences and legal proceedings or other item as appropriate) for:

- Enabling you to fulfil your duties as Attorney/Court Appointee
- Identify verification (including checking documents with issuing authorities (e.g. driving licence - DVLA)
- Processing your application
- Contacting you where necessary
- Fraud prevention and detection
- Administering your account
- Legal and regulatory compliance
- Marketing (where we have your consent) and market research
- General business purposes

We will share information with one or more Credit Reference Agencies (CRA's), now and in the future, to:

- Check your identity
- Verify the accuracy of the information you have provided
- Manage your account(s)/relationship with us
- Process your application
- Ensure any offers we send are appropriate to you
- Prevent criminal activity, fraud and money laundering

Credit Reference Agencies (CRAs) are used to perform credit, identity and fraud prevention checks against public (electoral register) and shared credit information (You can learn more about how your personal information is used by visiting: https://www.experian.co.uk/legal/crain/)

- The personal information we have collected from you will be share with Fraud prevention agencies such as CIFAS and National Hunter. You can learn more about how your personal information is used by visiting https://www.cifas.org.uk/fpn or https://nhunter.co.uk/privacy-policy Fraud prevention agencies can hold your personal data for different periods of time, and if you are considered to pose a fraud or money laundering risk, your data can be held for up to six years.
- Where we transfer personal information to countries outside the European Economic Area (EEA), this is always done under a contract which includes appropriate safeguards for the security and confidentiality of your personal information, with your consent, or where permitted by the Data Protection laws.
- We will only use, keep and share your personal information as required to meet our legal and regulatory obligations or to deal with your enquiry, administer, and manage your accounts, products and relationship with us. After this time, we will delete your personal information in line with the requirements of the Financial Conduct Authority, Prudential Regulation Authority, Money Laundering regulations, Financial Ombudsman Service, HMRC and any other regulatory bodies.

HOW WE USE YOUR PERSONAL INFORMATION FOR POWER OF ATTORNEY

- Accord Mortgages Limited decides what personal information we need to collect about you, how we use it, who we share it with and how long we keep it. This makes us the data controller of your personal information for data protection purposes.
- When we refer to 'Society', 'YBS Group' we mean Yorkshire Building Society Group trading as:
  - Yorkshire Building Society (sometimes referred to as The Yorkshire, YBS)
  - Chelsea Building Society (sometimes referred to as The Chelsea, CBS)
  - Norwich and Peterborough (sometimes referred to as N&P)
  - We will use the personal information obtained from you and additional information obtained in the course of opening and managing your account. This includes, but is not limited to, name, address, identification, account transactions and communications and where relevant sensitive information, credit reference data, financial crime data, health details, nationality and legal proceedings.
- We will respect your rights to privacy and will only collect, use, store and share your personal information where a lawful purpose applies:
  - It's necessary for the performance of a contract you have or have requested to enter into.
  - If we have a legal obligation.
  - If we have a legitimate business interest where it does not have an unfair impact on you.
  - If you have given your consent where the collection, use, storage or sharing involves special category (sensitive) personal information (e.g. health, race and religion).
  - Where we believe you or another person is at risk and we need to protect your or their vital interest.
  - Where it's in the public interest or we have been given official authority to do so.

For full details on how we use your personal information, you can view our privacy notice on our website at **https://www.accordmortgages.com/existing-customer/index.html**. You can also request a copy of our privacy notice by calling us on **0345 1200 872** or by asking your Broker.

DISCLOSING YOUR PERSONAL INFORMATION

We may disclose your personal information with other people or organisations as follows:

- With Yorkshire Building Society and its subsidiary companies for fraud prevention, lawful purposes, account administration and for general business purposes (e.g. updating customer records, handling customer queries and complaints).
- Personal information to (i) our external auditors and regulatory bodies including Financial Ombudsman Service, Prudential Regulation Authority and the Financial Conduct Authority, and (ii) associate companies, agents and service providers including solicitors and valuers acting for the Society, field agents, debt recovery agents, tracing agents, letting agents, brokers, printers, market research agencies and providers of information technology services.
- If we sell or transfer all or part of our business , we may share or transfer our customer records as part of the proposed/actual sale or transfer. However, we will only do so under contract or where we have a legal obligation to do so. The protection, security and confidentiality of your personal information are important to us and we put in place appropriate safeguards to manage this.

YOUR RIGHTS UNDER DATA PROTECTION LAWS

You have the right to:

- Be informed about processing of your personal information.
- Have your personal information corrected if it is inaccurate or incomplete.
- Object or restrict to the processing of your personal information.
- Have your personal information erased subject to conditions (e.g. where the processing fails to satisfy legal requirements).
- Request access to your personal information also known as data portability.
- Challenge automated decision making including profiling, which is the automated processing of your personal information to evaluate certain things about you.
- Complain to the Information Commissioner's Office (https://ico.org.uk/) which enforces data protection laws.
- 'For full details on how we use your personal information please see our privacy notice at **https://www.accordmortgages.com/existing-customer/index.html** or you can request a copy by calling us on **0345 1200 872** or asking your Broker.'
- Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. Our DPO can be reached by email at dpo@ybs.co.uk or by post at DPO, Yorkshire House, Yorkshire Drive, Bradford, BD5 8LJ.

SECTION 5 DECLARATION

1ST ATTORNEY/COURT APPOINTEE SIGNATURE Applications will not be accepted without a signature.	2ND ATTORNEY/COURT APPOINTEE SIGNATURE Applications will not be accepted without a signature.
Signed Date	Signed Date

SECTION 6 MANAGING OUR CONTACT WITH YOU

From time to time we would like to tell you about products and services that may be of benefit to you. These may be provided by us or other carefully selected organisations. To do this, we would like to communicate with you by post, face to face, email, text message, telephone or any other appropriate messaging service. Please tell us how you would like to be kept informed about our latest products and services. **If you don't want to receive any of these messages**, please tick the 'No contact' box.

1st Attorney/court appointee	Post	☐	Phone	☐	Email (including text and other messaging services)	☐	No Contact	☐
2nd Attorney/court appointee	Post	☐	Phone	☐	Email (including text and other messaging services)	☐	No Contact	☐

I confirm I have also received a copy of the Financial Services Compensation Scheme (FSCS) Information Sheet and Exclusions List.