



Rutherford's Bailiffs and Collection Services Ltd – Trace Form

Supplementary information

Before we can complete and process your request for a trace, we need the following information:

- i) For what purpose do you require the requested information?
- ii) How will the requested information be used?
- iii) How will the requested information be stored and how long for?
- iv) What measures and data protection policies do you have in place in respect of the information requested to ensure its safety?
- v) What disposal methods will be used when the information is no longer required?

Rutherford's Bailiffs and Collection Services Ltd retain the right to refuse to supply any information in pursuance of this request in light of any concerns about the handling of personal information by the Applicant.

I the Applicant hereby confirm that:

1. Any information supplied by Rutherford's Bailiffs and Collection Services Ltd will only be used in pursuance of a lawful purpose and that it will not be used for any purpose other than that which is stated above in the Trace Form.
2. Any information supplied in pursuance to this trace request will be stored securely and in accordance with the Data Protection Act 1998 and any subsequent amendments or regulations pursuant thereto.
3. We have in place appropriate technical and organisational measures to protect the personal data held by us against accidental loss, destruction or damage.
4. That a copy of the Applicant's Data Protection policy is available on request.

Rutherford's Bailiffs and Collection Services Ltd, 7-9 The Avenue, Eastbourne, East Sussex, BN21 3YA
Company / Registration Number 10516722



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5. That any information supplied pursuant to this request will not be retained for longer than is necessary for the purposes for which it is being obtained. Rutherford's Bailiffs and Collection Services Ltd, 7-9 The Avenue, Eastbourne, East Sussex, BN21 3YA Registration number 105116722

6. That when the information supplied is no longer required it will be disposed of securely and in accordance with Data Protection Act 1998 and any subsequent amendments or regulations pursuant thereto.

7. That all the information supplied above is accurate to the best of my knowledge and belief.

Signed.....

Dated