

Initial Disclosure Document



MS-RT is a trading style of Drivespeed Leasing Limited

The Financial Conduct Authority (FCA) is the independent regulator of financial services. The FCA requires Drivespeed Leasing, (also collectively referred to as 'us' and 'we' hereonto provide you with a document called an 'Initial Disclosure Document'.

This document contains important information about us, the products we offer, the services we will provide, who regulates us, who and what to do if you have a complaint.

Who are we?

We are Drivespeed Leasing Limited, and our registered office is, 1st Floor, Unit 5, Arabesque House, Monks Cross Drive, Monks Cross, York, YO32 9GZ

We are authorised and regulated by the Financial Conduct Authority as a credit broker, Registration Number: 791845 therefore we can introduce you to lenders who may be able to help you finance your vehicle.

Whose products and services do we provide?

Drivespeed Leasing Limited will provide customers with quotes, with or without maintenance depending on your requirements. We will not give you advice but we will make recommendations after we have assessed your needs. You will need to make your own choice about how to proceed.

We use our own funding to help you finance your vehicle and provide other products and services. We recommend you review the market place as other companies offer the same service.

You can check the authorisation status of Drivespeed Leasing Limited on the Financial Conduct Authority's register by visiting their website www.fca.org.uk/register or by contacting them on 0800 111 6768 (freephone) or 0300 500 8082.

Do we charge for our service?

We charge an administration fee of £199.00 (inc VAT) for our services. This fee is the administration fee for our service and represents the costs incurred for arranging the sale, ordering the vehicle, arranging the finance and organising delivery of the vehicle. The processing fee will be payable by debit or credit card.

If you have a complaint

Drivespeed Leasing Limited

It is the aim of Drivespeed Leasing Limited to provide a very high standard of service to every client. It is important to us that all complaints are resolved as quickly as possible and to the complete satisfaction of our clients. You can register a complaint via:

E-Mail: complaints@drivespeedleasing.co.uk

Telephone: 01904 682 892

Write to: Complaints Officer, Drivespeed Leasing Limited, 1st Floor, Unit 5, Arabesque House, Monks Cross Drive, Monks Cross, York, YO32 9GZ

A copy of our complaints procedure is available upon request or on our website. If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service, either by telephone on 0300 123 9123 or 0800 023 4567, through their website at www.financial-ombudsman.org.uk or at the address Exchange Tower, London, E14 9SR.

Cancellation

Cancellation charges may apply, this will be dependent on the stage of individual orders.

Data Protection

Information on how Drivespeed Leasing will collect, process and otherwise use your personal data is provided at the end this Initial Disclosure Document.

Why you have to provide identity and address verification details

Please be aware that Drivespeed Leasing Limited is required to verify your identity in accordance with the Proceeds of Crime Act 2002 and the Money Laundering Regulations 2017. If they are unable to do this, they cannot continue to transact business with you.

This document will need to be amended from time to time. A new Initial Disclosure Document will be given to you when it is required, that is when you commence new business with us or alter your existing agreement.

Drivespeed Leasing Data Protection Notice

Drivespeed Leasing Limited will use the minimum amount of personal information needed from you to progress with and fully process your order. Drivespeed Leasing Limited, may need to pass certain information on to third parties to ensure your needs are met, however the information shared will be limited to what is necessary and only if this is in your best interests.

Drivespeed Leasing Limited will not use your personal information for marketing purposes unless you allow us to do so. You will be contacted by the company requesting for permission to send you marketing that we feel may be of interest to you. If you allow us to send you this information, please be aware that you have the ability at any time to withdraw those permissions.

If you are a partnership, all partners must confirm these permission before any marketing and benefits can be sent to you.

Drivespeed Leasing Limited process personal data in relation to end users and any fees taken via card. It is vitally important that we abide by the principles of the Data Protection Act 1998 and behave in accordance with the new General Data Protection Regulations (GDPR) 2018.

Drivespeed Leasing Limited holds data on individuals for the following purposes:

- Quotes on vehicles
- Finance proposals (which also follow guidelines set out by FCA)
- Vehicle Delivery (whether this was supplied by us or a partner)
- Bank Details of other businesses
- Sensitive data for the purposes of credit checks (which also follow guidelines set out by the FCA)

The Data Protection Act 1998 and GDPR 2016/679 require Drivespeed Leasing Limited as data controller to process data in accordance with the seven principles of GDPR 2016/679;

- Honestly, fairly and lawfully processed
- Specific and legitimate
- Adequate, relevant and limited to what is necessary
- Records to be kept accurate, up to date or deleted
- Kept no longer than necessary
- Kept securely
- Reviewed regularly

Personal data means data, which relates to a living individual who can be identified from the data, or from the data together with other information, which is in the possession of, or is likely to come into possession of Drivespeed Leasing Limited. Processing means obtaining, recording or holding the data or carrying out any operation or set of operations on the data. It includes organising, adapting and amending the data, retrieval, consultation and use of the data, disclosing, erasure and destruction of the data. It is difficult to envisage any activity involving data, which does not amount to processing. It applies to any processing that is carried out on computer including any type of computer however described, main frame, desktop, laptop, palm top etc.

Data can only be processed if the reason behind the processing is covered by one of the legal basis in the GDPR 2016/679;

- *Consent* of the individual
- *Contractual Obligation* with the individual
- *Legal Obligation* with the data controller
- *Vital interests* of the individual
- A task carried out in the *public interest* or in the *interest of an official authority*
- *Legitimate interests* of the data controller so long as they don't override the interests, rights or freedoms of the individual

Data subjects; i.e. those on whom personal data is held, are entitled to obtain access to their data on request and after payment of a fee. All requests to access data by data subjects i.e. customers, clients or suppliers should be referred to the Finance Director.