

### MORTGAGE ENQUIRY FORM

<b>Personal Details</b>	<b>Applicant 1.</b>	<b>Applicant 2.</b>
<b>First Name:</b>		
<b>Surname:</b>		
<b>Date of Birth:</b>		
<b>Membership Number:</b>		
<b>Marital Status:</b>		
<b>Number of Dependents:</b>		
<b>Current Address:</b>		
<b>Nationality:</b>		
<b>Mobile Telephone Number:</b>		
<b>Email Address:</b>		
<b>Are you a first-time buyer:</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>
<b>Are you resident 2 or more years in Ireland?</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>
<b>Do you require an Irish Residence Permit to work in Ireland: If yes please advise what type of permit you hold.</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>
<b>Do you have an existing mortgage:</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>
<b>Do you intend to clear this mortgage if approved:</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>
<b>Is this mortgage for your principal private residence?</b>	<b>YES / NO (please circle)</b>	<b>YES / NO (please circle)</b>

<b>Employment Details</b>	<b>Applicant 1.</b>	<b>Applicant 2.</b>
Type of employment:	PAYE / Self-employed (please circle)	PAYE / Self-employed (please circle)
Are you in permanent employment:	YES / NO (please circle)	YES / NO (please circle)
Is your probation complete:	YES / NO (please circle)	YES / NO (please circle)
Length of employment:		
Employers Name:		
Annual income (gross):		
Monthly income (net):		
Any other income: (If yes give details)		
<b>Financial Commitments</b>	<b>Applicant 1.</b>	<b>Applicant 2.</b>
Any other outgoings (loans, credit cards, mortgages etc, if yes give details)		
<b>Details of Mortgage Required</b>	<b>Applicant 1.</b>	<b>Applicant 2.</b>
Mortgage Term:		
Mortgage Amount:		
Please indicate the deposit amount being used to purchase the property:		
Source of Deposit:		
I confirm I have received a copy of the PCU Mortgage Privacy Notice and all the information above is true and accurate.	SIGNED:  Dated:	SIGNED:  Dated:

## Warnings

**Warning:** If you do not meet the repayments on your credit agreement, your account will go into arrears. This may affect your credit rating, which may limit your ability to access credit in the future.

**Warning:** Your home is at risk if you do not keep up payments on a Mortgage Loan or any other Loan secured on it.

Warning: The payment rates on this Mortgage Loan may be adjusted by the Credit Union from time to time

Warning: The cost of your monthly repayments may increase

**Warning:** This new loan may take longer to pay off than your previous loans. This means you may pay more than if you paid over a shorter term

Notice: Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for credit applications and credit agreements of €500 and above to the Central Credit Register. This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements.

The Central Credit Register is owned and operated by the Central Bank of Ireland. For more information see [www.centralcreditregister.ie](http://www.centralcreditregister.ie)



## Mortgage Privacy Notice of Progressive Credit Union Limited.

Form Number: PCU. F152

Rev: 1.2

Effective Date: 01/10/2021

### **Introduction**

Progressive Credit Union is a member-owned financial cooperative, democratically controlled by its members, and operated for the purpose of promoting thrift, providing credit at competitive rates, and providing other financial services to its members. Data collection, processing and use are conducted solely for the purpose of carrying out the above-mentioned objectives.

This Privacy Notice is to provide you with information regarding the processing of your information for applying for mortgage loan and mortgage loan related purposes.

### **Data Controller Contact details:**

Registered Address: Progressive Credit Union, 43-45 Dublin Street, Balbriggan, Co. Dublin K32NX58  
Phone: 01-8411348  
Email: [info@progressivecu.ie](mailto:info@progressivecu.ie)

### **Data Protection Officer:**

Progressive Credit Union has appointed a Data Protection Officer to enhance and maintain the protection and privacy of all personal data the credit union processes. If you have any queries regarding the use of your personal data you can contact the DPO at any time.

Data Protection Officer contact details:

Data Protection Officer,  
Progressive Credit Union,  
43-45 Dublin Street,  
Balbriggan,  
Co. Dublin.

Progressive Credit Union is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal data about you during and after your relationship with us.

### **What personal data do we use?**

We may collect, store, and use the following categories of personal data about you:

- Your name, address, title, date of birth, member number, gender, email, telephone, financial data, status and credit history, transaction data; contract data, details of the credit union products you hold with us, signatures, identification documents, salary, occupation/employment status, dependents, outgoings, financial commitments, source of wealth, source of funds, Politically Exposed Status, accommodation status, mortgage details, previous addresses, spouse, partners, nominations, Tax Identification/PPSN numbers, Relationship with joint borrower, business ownership, directorships held, retirement age, pension details, nationality, criminal sanctions, passport details, driver licence details, tax residency, interactions with credit union staff and officers on the premises, by phone, or email, current or past complaints, CCTV footage, telephone voice recordings.
- **Additional Information required for home loans as follows:** First time buyer status, Valuation Reports, Land Registry folio, Certificate of Title, Life Assurance cover documents – these documents contain the following information – Name, Address, date of birth, property value, members solicitors name, address and contact details and medical data.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your health, including any medical condition and sickness (see insurance for further details)

We need all the categories of information in the list above to allow us to: identify you, contact you, comply with our legal obligations and in order to perform our contract of providing financial services to you.

### **Purpose for which we process your personal data;**

The credit union will use your personal data to assist it in carrying out the following:

- Assessing your loan application and determining your creditworthiness for a loan.
- Verifying the information provided by you in the application.
- We are obliged to purchase loan protection and life savings protection from ECCU
- Conducting credit searches and making submissions to the Central Credit Register.
- Administering the loan, including where necessary, steps to recover the loan or enforce any security taken as part of the loan.
- We may use credit scoring techniques and other automated decision-making systems to either partially or fully assess your application.
- Meeting legal and compliance obligations and requirements under the Rules of the Credit Union.
- To comply with Central Bank Regulations to determine whether you are a connected borrower or related party borrower.
- Providing updates on our loan products and services by way of directly marketing to you.

We also need your personal identification data to enable us to comply with legal obligations. Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

### **How we use particularly sensitive personal data**

“Special categories” of particularly sensitive personal data require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. We may process special categories of personal data in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations and in line with our data protection policy.
3. Where it is needed in the public interest, and in line with our data protection policy.

Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **How secure is my information with third-party service providers?**

All our third-party service providers are required to take appropriate security measures to protect your personal data in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes unless they are deemed to be controllers in their own right. We only permit them to process your personal data for specified purposes and in accordance with our instructions. Usually, information will be anonymised but this may not always be possible. The recipient of the information will also be bound by confidentiality obligations.

### **Data Security, Integrity and Confidentiality**

Progressive Credit Union has implemented all necessary physical and technical measures to ensure all data is secure and remains confidential. Progressive Credit Union’s Officers undertake yearly training to ensure compliance with all policy and procedures relating to Data Protection. Progressive Credit Union monitors and reviews these measures annually.

### **If you fail to provide personal data**

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

### **Change of purpose**

You can be assured that we will only use your data for the purpose it was provided and in ways compatible with that stated purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

You agree to notify the credit union without delay in the vent of any change in your personal circumstances, to enable us to comply with our obligations to keep information up to date.

### **Profiling**

We sometimes use systems to make decisions based on personal data we have (or are allowed to collect from others) about you. This information is used for loan assessment, provisioning,

anti-money laundering purposes and compliance with our legal duties in those regards. We also carry out profiling in order to tailor our marketing to you by post, where we retain consent to do so.

### **Third Parties**

The credit union utilises a third-party Outsourced Service Provider 'Link ASI Limited' who carry on the business of, inter alia, servicing, administering and managing mortgage loans secured on residential properties in Ireland. This business will support the credit union in the processing, fulfilment and special servicing (arrears management) of residential mortgages based on a standardised consistent and reliable methodology and is therefore of ultimate benefit to its member.

The credit union utilises a third-party valuation management solutions company 'VMS' who provide, inter alia, valuation management services on residential properties in Ireland. This service will ensure that valuations are carried out by professional valuers and that the valuations follow mandatory valuation standards and is therefore of ultimate benefit to its members

The credit union may utilise a third-party storage solution company to ensure safe, secure storage of Title Deeds and security documents and is therefore of ultimate benefit to its members.

The credit union provides your information to insurance companies for the purpose of insuring the loan.

### **Data Retention Periods**

We will only retain your personal data for as long as necessary to fulfil the purpose(s) for which it was obtained, taking into account any legal/contractual obligation to keep it. Where possible we record how long we will keep your data, where that is not possible, we will explain the criteria for the retention period. This information is documented in our Retention Policy.

Once the retention period has expired, the respective data will be permanently deleted. Please see our retention periods below:

- Credit agreements are contracts and as such the credit union retains them for six years from date of final repayment and/or twelve years where the document is under seal.
- Mortgage Loan applications form part of your credit agreement and as such we retain them for six years from the date of final repayment.
- Loan assessment documentation (i.e. Pay slips, P60's, Bank statements etc.) – this documentation will be retained in conjunction with the loan application and credit agreement for six years from the date of final repayment to ensure ability to repay was assessed appropriately.
- CCR reports – this documentation will be retained in conjunction with the loan application and credit agreement for 5 years from the date of access.

### **Planned data transmission to third countries (i.e. places outside of the European Economic Area)**

Progressive Credit Union's sub-processor used to verify your Identity documents has storage servers in the US and India, enhanced security measures are in place to ensure your data is secure.

## **Updates to this notice**

We will make changes to this notice from time to time, particularly when we change how we use your information, and change our technology and products. You can always find an up-to-date version of this notice on [www.progressivecu.ie](http://www.progressivecu.ie) or you can ask us for a copy.

## **Our use and sharing of your information**

We will collect and use relevant information about you, your transactions, your use of our products and services, and your relationships with us. We will typically collect and use this information for the following purposes:



**Fulfilling contract** This basis is appropriate where the processing is necessary for us to manage your accounts and credit union services to you, see details below:

**Administrative Purposes:** We will use the information provided by you, either contained in this form or any other form or application, for the purpose of assessing this application, processing applications you make and to maintain and administer any accounts you have with the credit union.

**Security:** In order to secure repayment of the loan, it may be necessary to obtain security, such as a charge on your property or other personal assets.

**Third parties:** We may appoint external third parties to undertake operational functions on our behalf. We will ensure that any information passed to third parties conducting operational functions on our behalf will be done with respect for the security of your data and will be protected in line with data protection law.

**Change in personal circumstances:** You agree to notify us without delay in the event of any change in your personal circumstances, to enable us to comply with our obligations to keep information up to date.

**Guarantors:** As part of your loan conditions, we may make the requirement for the appointment of a guarantor a condition of your loan agreement, in order that credit union ensures the repayment of your loan. Should your account go into arrears, we may need to call upon the guarantor to repay the debt in which case we will give them details of the outstanding indebtedness. If your circumstances change it may be necessary to contact the guarantor.

**Irish League of Credit Unions (ILCU) Affiliation:** The ILCU (a trade and representative body for credit unions in Ireland and Northern Ireland) provides professional and business support services such as marketing and public affairs representation, monitoring, financial, guidance, compliance, risk, learning and development, and insurance services to affiliated credit unions. As this credit union is affiliated to the ILCU, the credit union must also operate in line with the ILCU Standard Rules (which members of the credit union are bound to the credit union by) and the League Rules (which the credit union is bound to the ILCU by). We may disclose information in your application or in respect of any account or transaction of yours from the date of your original membership to authorised officers or employees of the ILCU for the purpose of the ILCU providing these services to us.

**The Privacy Notice of ILCU can be found at** [www.creditunion.ie](http://www.creditunion.ie)

**The ILCU Savings Protection Scheme (SPS):** We may disclose information in any application from you or in respect of any account or transaction of yours from the date of your original membership



to authorised officers or employees of the ILCU for the purpose of the ILCU providing these services and fulfilling requirements under our affiliation to the ILCU, and the SPS.

**Electronic Payments:** If you use our electronic payment services to transfer money into or out of your credit union account or make payments through with your debit card into your credit union account, we are required to share your personal data with our electronic payment service provider **Intesa San Paolo , Realex and Elavon.**



**Fulfilling contract** This basis is appropriate where the processing is necessary for us to manage your accounts and credit union services to you, see details below:

**Insurance:** As part of our affiliation with the ILCU, we purchase insurance from ECCU Assurance DAC (ECCU), a life insurance company, wholly owned by the ILCU. This includes Life Savings (LS), Loan Protection (LP), and optional related riders (where applicable).

If you choose to take out a loan with us, it is a term of your membership, by virtue of our affiliation with the ILCU that the credit union will apply to ECCU for Loan Protection (LP). In order that we apply for LP it may be necessary to process 'special category' data, which includes information about your health. This information will be shared with ECCU to allow it deal with insurance underwriting, administration and claims on our behalf.

**Credit Assessment:** When assessing your application for a loan, the credit union will take a number of factors into account and will utilise personal data provided from:

- your application form or as part of your loan supporting documentation
- your existing credit union file,
- credit referencing agencies such as the Central Credit Register

The credit union then utilises this information to assess your loan application in line with the applicable legislation and the credit unions lending policy.

**Member Service:** We may use information about your account to help us improve our services to you.



**Legal Duty** This basis is appropriate when we are processing personal data to comply with an Irish or EU Law.

**Regulatory and statutory requirements:** To meet our duties to the Regulator, the Central Bank of Ireland, we may allow authorised people to see our records (which may include information about you) for reporting, compliance and auditing purposes. For the same reason, we will also hold the information about you when you are no longer a member. We may also share personal data with certain statutory bodies such as the Department of Finance, the Department of Social Protection and the Financial Services and Pensions Ombudsman Bureau of Ireland, the appropriate Supervisory Authority if required under law.

**Purpose of the loan:** We are obliged to ensure that the purpose for the loan falls into one of our categories of lending.

**Compliance with our anti-money laundering and combating terrorist financing obligations:** The information provided by you will be used for compliance with our customer due diligence and screening obligations under The Money Laundering provisions of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended by Part 2 of the Criminal Justice Act 2013 ("the Act").

**Audit:** To meet our legislative and regulatory duties to maintain audited financial accounts, we appoint an external and internal auditor. We will allow the internal and external auditor to see our records (which may include information about you) for these purposes.

**Credit Reporting:** Where a loan is applied for in the sum of €2,000 or more, the credit union is

obliged to make an enquiry of the Central Credit Register (CCR) in respect of the borrower. Where a loan is granted in the sum of €500 or more, the credit union is obliged to report both personal details and credit details of the borrower (and where applicable the guarantor) to the CCR.



**Legal Duty** This basis is appropriate when we are processing personal data to comply with an Irish or EU Law.

**House Loan:** Where you obtain a house loan from us, it will be necessary for the credit union to obtain a first legal charge on the property to be purchased and it will be necessary for us to process your personal data in order to register this charge or have this charge registered on our behalf.

**Connected/Related Party Borrowers:** We are obliged, further to Central Bank Regulations to identify where borrowers are connected in order to establish whether borrowers pose a single risk. We are also obliged to establish whether a borrower is a related party when lending to them, i.e. whether they are on the Board/Management Team or a member of the Board/ Management teams family or a business in which a member of the Board /Management Team has a significant shareholding.



**Legitimate interests** A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

**Credit Assessment and Credit Reference Agencies:**

When assessing your application for a loan, as well as the information referred to above in credit assessment, the credit union also utilises credit data from credit referencing agencies such as the Central Credit Register (See legal duty noted previously).

**Our legitimate interest:** The credit union, for its own benefit and therefore the benefit of its members, must lend responsibly and will use your credit scoring information in order to determine your suitability for the loan applied for. When using the service of a credit referencing agency we will pass them your personal details and details of your credit performance.



**Legitimate interests** A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

**Mortgage Lending and transfer/assignment of mortgage:**

When assessing your application for a mortgage loan the credit union may use the information which it obtains about you and the secured property, for the purposes of servicing the mortgage and the secured property, credit checks which may involve group reporting and management purposes, any transfers or other dealings with the secured property, the mortgage and the mortgage conditions.

The credit union may share the information it obtains when assessing your application for a mortgage loan for the said purposes and for the following:

- any (or any proposed) assignee, transferee, mortgagee, chargee ,sub-mortgagee, sub-chargee, trustee or other grantee or dispose or successor and their respective officers employees agents and advisers;

- any other person directly or indirectly participating in or promoting or underwriting or managing or auditing (or proposing to do so ) any transfer, assignment disposal, mortgage, charge, sub-mortgage, sub-charge, trust securitization scheme, mortgage backed promissory note facility or other transaction or arrangement relating to or involving the mortgage and the conditions attached to the mortgage;
- agents and advisers of your credit union and
- Any other party to whom you have agreed the credit union may disclose your information, each of whom in turn may use that information for the above and other purposes which have been disclosed to you.

*\*You agree to notify your credit union without delay in the event of any change in your personal circumstances, to enable your credit union to comply with its obligations to keep information up to date.\**



### Personal Data from others

Where you provide to your credit union personal data relating to individuals ( which for these purposes shall include, without limitation , any employees, agents, spouses, partners and personal representatives of the persons included in the expression Mortgagor ) you warrant that you are acting in accordance with the requirements of the Data Protection Act in providing that information to your credit union for the purposes set out in your mortgage for the purposes set out in this clause and for such other purposes as have been disclosed to you by your credit union prior to you providing such personal data to your credit union.



**Legitimate interests** A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

<p><b>Debt Collection:</b> Where you breach the loan agreement, we may use the service of a debt collection agency, solicitors or other third parties to recover the debt. We will pass them details of the loan application in order that they make contact with you and details of the indebtedness in order that they recover the outstanding sums.</p>	<p><b>Our legitimate interest:</b> The credit union, where appropriate will necessary take steps to recover a debt to protect the assets and equity of the credit union</p>
<p><b>Debt Collection:</b> We use a private investigator in order to carry out a trace report to locate you in the event that you fail to make repayments on your loan and/or fail to make contact with the credit union.</p>	<p><b>Our legitimate interest:</b> The credit union, where appropriate will necessary take steps to recover a debt to protect the assets and equity of the credit union</p>
<p><b>Judgements Searches:</b> We carry out searches on the Land Registry for any judgements against your property to assess your credit worthiness to repay a loan.</p>	<p><b>Our legitimate interest:</b> The credit union, for its own benefit and therefore the benefit of its members, must lend responsibly and will use your credit scoring information in order to determine your suitability for the loan applied for. In carrying out such a search we can better determine your overall</p>

	financial position in order to lend to you.
<b>Credit Reference Agency:</b> Where you breach your loan agreement, we may run a credit history report on the Central Credit Register (CCR) to assess your indebtedness.	<b>Our Legitimate interest:</b> To enable the credit union to fairly assess your overall indebtedness to facilitate a possible restructure or consolidation of your existing debts.
 <b>Legitimate interests</b> A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.	
<b>Voice Recording:</b> We record phone conversations both incoming and outgoing for the purpose of verifying information and quality of service.	<b>Our Legitimate interest:</b> To ensure a good quality of service, to assist in training, to ensure that correct instructions were given or taken due to the nature of our business and to quickly and accurately resolves any disputes.
<b>Marketing and Market Research</b> To help us improve and measure the quality of our products and services we undertake market research from time to time. This may include using the Irish League of Credit Unions and/or specialist market research companies. This marketing will be conducted at least once in a 12-month Period. All communications will have an option for you to stop receiving any such communications.	<b>Our Legitimate interest:</b> To ensure the credit union is able to maintain a good quality of service and products that are required by our members, which will benefit both the Credit Union and its members. To enable the Credit Union to keep our members informed of all services and products both new and existing.
 <b>Your consent</b> We will only carry out processing which is based on your consent and will cease processing on withdrawal such consent, see details below:	
<b>Cookies Usage</b> Progressive Credit Union's website use both First and third-party cookies. First party cookies are owned and created by the website you're viewing- in this case by the Credit Union. Third party cookies are owned and created by an independent company, usually a company providing a service – such as Google Analytics. We use cookies for the correct operation of our website as well as to understand how this website is used so that we can continue to improve it. <b>For more information view the cookies consent pop up on our website <a href="http://www.progressivecu.ie">www.progressivecu.ie</a></b>	

### Your Rights in connection with your personal data are to:



**To find out** whether we hold any of your personal data and, **if we do, to request access** to that data that to be furnished a copy of that data. You are also entitled to request further information about the processing.



**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you rectified.



**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).



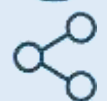
**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.



**Request the restriction of processing** of your personal data. You can ask us to suspend processing personal data about you, in certain circumstances.



Where we are processing your data based solely on your consent **you have a right to withdraw that consent at any time and free of charge.**



Request that we: a) **provide you with a copy of any relevant personal data in a reusable format**; or b) **request that we transfer your relevant personal data to another controller** where it's technically feasible to do so. 'Relevant personal data is personal data that: *You have provided to us or which is generated by your use of our service. Which is processed by automated means and where the basis that we process it is on your consent or on a contract that you have entered into with us.*

You have a **right to complain** to the **Data Protection Commissioner (DPC)** in respect of any processing of your data by:

<b>Telephone:</b> +353 57 8684800 +353 (0)761 104 800	<b>Postal Address:</b> Data Protection Commissioner Canal House Station Road Portarlinton Co. Laois R32 AP23
<b>Lo Call Number:</b> 1890 252 231	
<b>E-mail:</b> info@dataprotection.ie	

**Please note that the above rights are not always absolute and there may be some limitations.**

If you want access and or copies of any of your personal data or if you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we send you a copy/a third party a copy your relevant personal data in a reusable format please contact the Data Protection Officer in writing using their contact details listed at the beginning of this document.

**There is no fee in using any of your rights** unless, your request for access is clearly unfounded or excessive. We also reserve the right to refuse to comply with the request in such circumstances.

**We may need to verify your identity if we have reasonable doubts as to who you are.** This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

**To enable the credit union to ensure our information is up to date and accurate at all times,** we would encourage you to notify us immediately if there is any change to any of your personal information which we hold on your file.

If you wish to avail of any of these rights, please contact us at:

**Progressive Credit Union  
43-45 Dublin Street  
Balbriggan  
Co. Dublin.  
K32NX58**