

Privacy Notice

This privacy notice explains how we use any personal information we collect about your employees.

Vintage Health Limited (VH) is authorised and regulated by the Financial Conduct Authority (FCA) under number 647113. VH has associated companies, Vintage Asset Management Limited, Vintage Wealth Management Limited and Vintage Corporate Limited which are also authorised and regulated by the FCA.

Everyone has rights with regard to the way in which their personal data is handled. During the course of our activities we will act as co Data Controller with you in determining how your employees' data will be processed. We recognise that correct and lawful treatment of this data will maintain confidence in the organisation and will provide for successful business operations.

What information do we collect about you?

We collect information about your business when you engage us for the provision of employee benefits. This information will relate to data provided by you on your employees and where we advise on group risk benefits may also include special categories of personal data which is more sensitive such as health, if this is necessary for the provision of our services.

We may also collect information when you voluntarily complete client surveys or provide feedback to us.

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behaviour information.

Why do we need to collect and use personal employee data?

The primary legal basis is for the performance of our contract with you. The information that we collect is essential for us to be able to effectively carry out the services that you engage us for.

Where special category data is required we will presume explicit consent has been obtained by you from your employees in order to collect and process this information.

Who might we share your information with?

If you agree, we may contact you about other products or services that we think may be of interest to you.

If you agree, we'll pass on your company information to our group of companies so that they may offer you their products and services.



We will not share your information for marketing purposes with companies outside our group of companies.

In order to deliver our services to you effectively we may send your details to third parties such as those that we engage for professional services.

Where third parties are involved in processing your data we will have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they will only act in accordance with our written instructions.

Where it is necessary for personal data to be forwarded to a third party we will use appropriate security measures where necessary to protect personal data in transit. Methods used to enhance the security of the data during transfer may include password protection and/or data encryption.

.How long do we keep hold of the information?

In principle, your employees' personal data should not be held for longer than is required under the terms of our contract for services with you. However, we are subject to regulatory requirements to retain data for specified minimum periods. These are generally:

- Three years for insurance business

Your employees have the right to request deletion of their personal data. We will comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

How can information be accessed?

Your employees have the right to request a copy of the information that we hold about them. By emailing or writing to us using the contact details noted below. We will normally provide a copy of the information free of charge however, we may charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive. For the provision of employee benefits it is unlikely that we will hold large amounts of information on individual employees.

When personal data is processed by automated means you have the right to ask us to move personal data to another organisation for their use.

We have an obligation to ensure that personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

Marketing

We would like to send you information about our products and services and those of other companies in our group which may be of interest to you. If you have agreed to receive marketing information, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other members of the group. If you no longer wish to be contacted for marketing purposes, please contact us by email or post. Contact details are shown below.

Cookies

We use cookies to track visitor use of our website and to compile statistical reports on website activity.

For further information visit <http://www.allaboutcookies.org/>

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser. However in a few cases some of our website features may not function as a result.

Other websites

Our website contains links to other websites. This privacy policy only applies to our website so when you link to other websites you should read their own privacy policies.

What can you do if you are unhappy with how your employees' personal data is processed?

We will always strive to collect, use and safeguard personal information in line with data protection laws. If you do not believe we have handled your employees' data as set out in our Privacy Policy, please contact our Compliance Department at the address below and we will do our utmost to make things right. If you remain unhappy you also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 (local rate)

Changes to our privacy policy

We keep our privacy policy under regular review and we'll place any updates on our web page. This privacy policy was last updated on 3rd May 2018.



How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email at info@vintagehealth.co.uk

Or write to us at:

Vintage Health Limited, Sovereign House, 1 Albert Place, Finchley, London, N3 1QB.

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