

Privacy Notice

We value our relationship with you. Protecting the privacy of your and insured staff members' personal information is of great importance to us. We want you to understand how and why we collect personal information, how we use it, your rights regarding this information, the conditions under which we may disclose it to others and how we keep it secure.

What type of information do we collect?

The personal information we collect about you and insured staff members may include:

- Name, Address, Phone Number, Email
- Gender
- Marital Status
- Date of Birth
- Health Information / Medical History

How do we collect information about you?

We primarily collect personal information from you through the policy application process. However, during the day to day administration of your Policy we may require further information in order to substantiate claims and ensure your Policy is up to date.

Why are we collecting personal information?

We may collect your personal information for the following purposes:

- Account Setup
- Evaluating Risks to be Covered
- Risk Modeling and Underwriting
- Customer Service Communications
- Payments to/from you
- Managing Insurance Claims
- Defending or Prosecuting Legal Claims
- Investigating or Prosecuting Fraud
- Complying with Legal or Regulatory Obligations
- Direct Marketing Activities

If you give us information about another member of staff, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- Shall consent on their behalf to the processing of personal data
- Shall receive any data protection notices on their behalf
- Shall consent on their behalf to the transfer of their personal data abroad; and
- Shall consent on their behalf to the processing of their sensitive personal data

Sharing information

We will only supply your personal information to other parties where such a transfer is a necessary part of the activities that we undertake, where you give us consent or where we are required to do so by law or regulation (e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime).

As an intermediary we must disclose personal information to insurance companies, underwriting agencies, business partners and other parties in order to provide our products and services and to enable you to enter into insurance contracts. Examples of other parties include other insurance intermediaries, loss adjusters, regulatory bodies, legal and accountancy firms involved in the claims handling process.

We may also disclose your information to service providers engaged to perform services on our behalf. Such service providers are contractually restricted from using or disclosing the information we give them except as necessary to perform services on our behalf or to comply with legal requirements.

We only share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We may also disclose personal information to new owners of our business in the event that we are subject to a merger or acquisition. Disclosure may also be made to enable company audits, regulatory inspections or to investigate a complaint, suspicion of fraud or a security threat.

We never share your information outside our organisation for marketing purposes.

You understand that we may disclose the information you provide to relevant other parties for the purposes described in this Notice.

Where does your information go?

We may need to transfer your and insured staff members' personal information to our affiliates, agents or contractors, who are located outside the European Economic Area (EEA). We may share your information with Law Enforcement Agencies in connection with any investigation to help prevent unlawful activity, and your Insurer, China Taiping Insurance (UK) Co Ltd. We shall continue to protect any transferred personal information in keeping with all applicable privacy requirements. For more information, please contact the Data Protection Officer.

Keeping your information secure

We use technological and organisational measures to keep your information secure.

How long do we keep your information?

We shall keep personal information only so long as is necessary to provide services to you under your policy. Specifically, we shall keep your information for so long as a claim may be brought under the policy, or where we are required to keep personal information to satisfy legal or regulatory obligations.

Rights of you and insured staff members

Under certain circumstances, you and/or insured staff members have the right:

- To receive a copy of the personal information we have collected from you and/or them
- To receive further details of the use we make of the personal information
- To update or correct the personal information we hold
- To require us to delete any personal information we no longer have a lawful purpose to use
- To restrict our use of personal information

- If you and/or they are not satisfied with our use of personal information, to file a complaint with the appropriate supervisory authority.

There are specific conditions where we may need to restrict the rights described above, in order to safeguard the public interest (e.g., the prevention or detection of crime) or our interests (e.g., to maintain legal privilege).

How to Contact Us

Address any questions regarding our privacy practices or this Notice to our Data Protection Officer whose contact details are as follows:

Address: Data Protection Officer
Class Staff Absence Ltd
Suite 8 The Business Centre
Bradford City FC
Valley Parade
Bradford
BD8 7DY
Telephone: 0845 548 4801