



PROTECTMYPEOPLE

How we protect your employee data

We've answered some common questions our customers have asked us about how we keep your employee data safe.

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Do you have a privacy notice?

Yes, our customer privacy notice (also known as privacy policy) explains what we do with the information we collect and is available [here](#)

This is available at the bottom of our website to help make sure our customers always have easy access to the latest version. You may wish to share this with the employees you are including within your policy.

Are you a data controller or data processor?

Protect My People is a trading name of Investment Discounts Online Limited. We are a registered data controller of your employees' personal data for the purposes of the Data Protection Act.

Requesting a death in service insurance quote requires you to consent for your data to be passed to our panel of providers.

The insurance providers on our panel will also act as independent data controllers in relation to the data you consent for us to pass to them.

Are you registered with the ICO?

We have registered with the Information Commissioner's Office (ICO) as a data controller. You can [check our ICO registration](#) (Ref. Z6322235).

Are you regulated by the FCA?

Yes, we are authorised and regulated by the Financial Conduct Authority (Ref Number 197451).

Why do you need employee data?

We ask for employee data as it is required by the providers on our panel. This is so they can determine the premium payable based on your company and the options you have selected.

The information we ask for is limited to the minimum amount our providers need to return quotes. It helps them set prices, decide terms for cover and administer the policy.

Who do you share my employee data with?

With your consent, your employee data will be passed on to the providers on our panel so that they can provide quotes. This will be sent securely via encrypted connections. We do not share your data with anyone beyond our panel of providers.

We share this data in line with our [privacy notice](#). Please share this notice with your employees so they understand what we do with the information we collect.

Who do the providers share my employee data with?

Providers will have their own privacy notices and you should refer to these for specific provider information. You can find links to the provider's privacy notices at the bottom of our [privacy notice](#).

How do you keep my employee data secure?

Our applications and data are protected by an Information Security Management System. It is ISO:27001 certified and independently tested.

We have robust governance policies. These cover many topics including Information Protection, IT Security and Data Retention. Any data sent to us is securely stored to comply with data protection regulations. When we pass on your employee data to our providers, we do this using encrypted network connections.

Do my employees need to provide medical information?

In most cases, your employees will not have to give any medical information, unless their cover goes beyond the provider's free cover limit.

The insurance providers may ask for an employee's medical information to assess the terms of cover available.

If the provider needs this information, they may seek to collect an employee's:

- Explicit consent to process their medical and health information, and
- Separate consent to access medical reports, if needed.

If the employer needs medical reports from the employee's doctor or another health professional, they can ask for them.

Typically, during this process, they explain the employee's rights. They will also seek the employee's consent for the reports to be sent to them.

All medical information should be sent directly to the provider from their doctor, or health professional. Protect My People does not need to see this.

How long do you hold employee data?

We'll determine the length of time we keep it for based on the minimum retention periods required by law or regulation. We'll only keep your personal information after this period if there's a legitimate

and provable business reason to do so. This also applies to the providers on our panel. Please see their individual privacy policies for more information.

Do you share information outside of the UK and European Economic Area (EEA)?

The data that we collect from you may be transferred to, and stored at, a destination outside the UK to third-party suppliers, delegates or agents. We'll take all necessary steps to ensure your data is treated securely. This aligns with our privacy notice.

Your personal information will receive the same protections we apply to our own.

We'll only transfer your data to a recipient outside the EEA where we're permitted to do so by law. for instance:

- where the transfer is based on standard data protection clauses adopted or approved by the UK's Information Commission's Office,
- where the transfer is to a territory that is deemed adequate by the UK, or
- where the recipient is subject to an approved certification mechanism and the personal information is subject to appropriate safeguards, etc).

What happens if my employees want Protect My People to delete their personal data?

You (and your employees) have rights under data protection law that relate to the way we process your personal data. This includes the right to ask us to erase any personal data we hold about you. This right will only apply where for example:

- we no longer need to use the personal data to achieve the purpose we collected it for,
- you withdraw your consent if we're using your personal data based on that consent,
- where you object to the way we use your data, and there is no overriding legitimate interest.

How to contact us

If you have any questions or concerns about the way we hold your employees' personal data, please get in touch with our Customer Services team.

0800 326 5491

We may record and monitor calls.

hello@protectmypeople.com