

Data Controller: Derbyshire Benevolent Trust, Unit 133 Coney Green Business Centre, Wingfield View, Clay Cross, S45 9JW

Contact for queries: Data Controller Tel: 07495 443057 Email: enquiries@derbyshirebenevolenttrust.com

How will we use the information you give us?

We will use your information to manage your insurance application, subscription and, where applicable, to help you make a claim.

Where we need to pass information to other organisations, it will be for that purpose. These organisations will include the current Insurance provider, firms handling claims and your payroll/pension administrators. We may, where appropriate, also share information with your staff association, but only with your additional consent.

We also use information that you provide to us to manage your access to the Derbyshire Benevolent Trust website and the benefits and services provided by the Trust.

Where necessary, we may share information with the provider of the Life's for Learning programme.

When we contact you, it will usually be for the above reasons. Any other marketing material will only be sent to you with your consent and you will be able to withdraw your consent or unsubscribe easily at any time.

What type of personal information do we need?

- We may need personal details which might include details of lifestyle, family, finances, insurance, business or education.
- We will only collect what is necessary and will only keep it for as long as we are required to do in line with our data retention policy.

What other types of information do we need?

- Under certain circumstances we may also need to obtain information about Origin, Health, Genetics and Trade Union Membership.
- We will only collect what is necessary and protect it with appropriate security measures.

How do we obtain your information?

- We may gather it from information you submit to a website, by telephone, mail, face to face or by email.
- We may receive it from the current insurance provider, Derbyshire Constabulary, your payroll/pension providers and staff associations.

What are my legal rights?

- You can obtain a copy of your personal information from us without charge by contacting us at Derbyshire Benevolent Trust, Unit 133 Coney Green Business Centre, Wingfield View, Clay Cross, S45 9JW.
- You have the right to transfer information to other providers.
- You have the right to ask us to correct information.
- You have the right to ask us to delete your information, unless it is necessary for us to retain it for insurance or financial purposes as set out in our document retention policy.
- You may have the right to object if decisions about you are made solely by a computer.
- You have the right to complain to the Information Commissioner at www.ico.org.uk, Tel 0303 123 11132.