



## **DATA PRIVACY NOTICE**

Risk Assurance Management Limited is a Data Controller and will process all data held fairly and securely in accordance with the General Data Protection Regulation.

The data we hold, including medical reports, will be held electronically and / or in a manual filing system.

Risk Assurance Management Limited will not send or store data in any country outside the European Economic Area (EEA).

Risk Assurance Management Limited may vary this Data Privacy Notice and any changes will be detailed on our website [www.ram-ltd.co.uk](http://www.ram-ltd.co.uk).

### **What is your information used for?**

The legal basis for the processing of the information provided to us is in our legitimate interest, to enable you or your employer to enter into a contract for a Group Risk contract and for the ongoing proper administration and performance of the contract.

This information will be processed for the purpose of:

- Underwriting;
- Administration;
- Claims Management;
- Handling customer concerns;
- Detection, prevention and investigation of fraud.

### **Who will we share your data with?**

The information you provide to us may be shared with:

- Lloyd's Syndicates and Lloyd's Brokers applicable to the contract;
- Re-insurers and other Insurers;
- Any Employer or Trustee(s) and their Independent Financial Advisers affecting a Group Risk contract;
- All service providers who are involved with Risk Assurance Management Limited in providing related products and service for the operation of the insurance;
- Any medical professional including your own doctor;
- Regulators & Government Agencies;
- Other companies and organisations including credit reference agencies in order to prevent, detect and / or investigate crime;
- Any party if required to do so by law.



### **Can I access my data?**

You have the following rights in respect of the personal information held by Risk Assurance Management Limited:

- You can request copies of the personal information we hold on you, further information on how to make a Subject Access Request, and our policy detailing how we handle these requests can be found on our website;
- You can request us to delete personal information we hold on you, however it may be necessary for us to keep this information in order to perform the proper administration of the contract affected by you with us or your request, to enter into such a contract;
- You can request any incorrect personal information to be corrected;
- You have the right to complain to the Information Commission should you have a grievance.

If you wish to access or correct the information we hold about you, please contact Risk Assurance Management Limited at the below address:

The Operations Director  
Risk Assurance Management Limited  
Leas Road,  
Guildford  
Surrey  
GU1 4QW

[Group.risk@ram-ltd.co.uk](mailto:Group.risk@ram-ltd.co.uk)