

Data Protection

Definitions

Controller, Processor, Data Subject, Personal Data and Processing

All have the meanings given to those terms in DP Laws.

Complaint

A complaint or request relating to the obligations of either you or us under DP Laws that is relevant to the Protected Data, including any compensation claim from a Data Subject or any notice, investigation or other action from a regulator or Supervisory Authority;

Data Subject Request

A request made by a Data Subject to exercise any rights of Data Subjects under DP Laws;

DP Laws

- (i) the Data Protection Act 1998; the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any laws or regulations implementing Council Directives 95/46/EC or 2002/58/EC;
- (ii) the General Data Protection Regulation (EU) (2016/679) and/or any corresponding or equivalent national laws or regulations, once in force and applicable; and
- (iii) any mandatory guidance, guidelines or codes of practice relating to the processing of Personal Data, as applicable to you or us;

Personal Data Breach

Any breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, any Protected Data;

Protected Data

Means Personal Data processed by you and subsequently received by, or otherwise made available to, us from or by you or a person acting on your behalf, or otherwise obtained by us in connection with the performance of your or our obligations under the terms of the policy; and

Supervisory Authority

Means any local, national or multinational agency, department, official, parliament, public or statutory person or any government or professional body, regulatory or supervisory authority, board or other body responsible for administering DP Laws.

Terms of the policy

Means the contract of the insurance between you and us.

Data Protection

In relation to the Protected Data, we are a Data Controller for insurance purposes and you are also a Data Controller for employment purposes. You and we are each responsible for complying, and will comply, with DP Laws and our respective obligations in connection with the processing of Protected Data.

Nothing in this section shall prohibit or otherwise restrict you or us from complying with obligations under applicable DP Laws.

We shall only process the Protected Data for lawful purposes in connection with: assessing the risk associated with the terms of the policy and for determining a premium and risk fee for the cover provided pursuant to the terms of the policy; quoting

for, setting up and administering policies and our legitimate reserving and record keeping purposes; assessing your and our rights, obligations and liabilities under the terms of the policy, or electing to exercise any such rights where applicable; marketing Unum products and services; and as required to comply with applicable law (collectively the **Agreed Purpose**).

You will ensure that prior to any Protected Data being received by or made available to us you:

- (i) obtain all necessary consents from Data Subjects of the Protected Data; and
- (ii) provide all relevant privacy information to Data Subjects of the Protected Data

You will ensure that the Protected Data is kept up to date at all times and is correct at the time it is provided to us and will promptly notify us of any changes or updates to it.

You and we will each, on reasonable request, provide reasonable assistance, information and cooperation to the other as necessary to enable the other to comply with Data Subject Requests, to respond to Complaints or other queries received from Data Subjects or other third parties, and as required to enable the requesting entity to comply with its obligations under DP Laws, in each case in connection with the processing of the Protected Data.

We will not retain or process the Protected Data for longer than is necessary in connection with carrying out the Agreed Purpose or, if longer, to adhere to our binding requirements under applicable law;

We may transfer any Protected Data to any country outside the European Economic Area (“EEA”) or to any international organisation provided that any such transfer complies with DP Laws and is effected by way of a legally enforceable mechanism for transfers of Personal Data as may be permitted under DP Laws from time to time.

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