

## HEALTHY WORKPLACE PRIVACY POLICY

### 1 Background

- 1.1 This privacy policy applies to the personal data we hold about employees of prospective Healthy Workplaces corporate clients. It sets out how and why we use their personal data, and the rights they have in respect of their personal data.
- 1.2 This privacy policy does not apply to users of the Healthy U service. If you are a user of the Healthy U service, please visit the privacy policy made available through the Healthy U App.
- 1.3 We may change this privacy policy from time to time. Where we make significant changes to this privacy policy or the way in which we use personal data within the scope of this privacy policy, we will communicate this to you via our website and/or email.
- 1.4 This page was last updated on 21<sup>st</sup> March 2018.

### 2 Our Details

- 2.1 We are Healthy Workplace, a trading name of Nuffield Health And Vitality Corporate Services Limited. We are a limited company registered in England with company number 10840679 and with our registered office at C/O Vitality Health 4th Floor, 70 Gracechurch Street, London, England, EC3V 0XL.
- 2.2 If you wish to contact us in relation to this notice, or data protection generally, please contact us by:
- (a) email on [amanda.butterworth@healthy-workplace.com](mailto:amanda.butterworth@healthy-workplace.com); or
  - (b) post using our registered address stated above, marked for the attention of the Amanda Butterworth, Healthy Workplace.

### 3 Our relationship with Nuffield Health and Vitality

- 3.1 Healthy Workplace is a joint venture between Nuffield Health and Vitality.
- 3.2 Whilst both Nuffield Health and Vitality staff are involved in Healthy Workplace, Healthy Workplace is a data controller in its own right.

### 4 The processing

The table below sets out the personal data that we will collect, why we collect it and the legal basis on which we rely.

Type of data	Why we use it	Our legal basis for using it
<ul style="list-style-type: none"><li>• Name;</li><li>• email address;</li><li>• telephone number; and</li><li>• the details of your enquiry.</li></ul>	To respond to an initial enquiry you submit to us (e.g. via our website or a LinkedIn form).	Our legitimate interest in following up your organisation's enquiry.
	Where your organisation progresses with its purchase of our service, we may keep your contact details for the purposes of	Our legitimate interest in progressing your organisation's enquiry and administering the service, once purchased.

	setting up and administering the service (e.g. if you are a member of the legal, HR or procurement team).	
All of the above information, and: <ul style="list-style-type: none"> <li>any correspondence between you and us;</li> <li>details of any meetings between you and us; and</li> <li>notes taken by our staff.</li> </ul>	To progress your organisation's enquiry where you have asked us to do so.	Our legitimate interest in progressing your enquiry.
	To bring or defend legal claims.	Our legitimate interest in bringing or defending legal claims.
	Where your organisation ultimately purchase our service, to manage your organisation's account.	Our legitimate interest in, and your organisation's legitimate interest in, us managing your organisation's account including progressing your enquiry and administering the service, once purchased.
Demographic information about you.	In order to target you with display advertising based on your demographic information.  <i>Note: we do not have access to this information – the advertising platform, e.g. LinkedIn, allows us to select demographic criteria for our adverts. We will not however see who fits or is targeted by these demographic criteria.</i>	Our legitimate interest in marketing our products and services to persons most likely to be interested in them.

4.1 Where our legal basis for processing is legitimate interests, you may have the right to object to our processing (see the section titled “**Objecting to legitimate interests processing**” below).

4.2 Other than the personal data set out above, we also collect certain non personal data, which might derive from personal data. For instance, we may aggregate statistics about sectors where we have had particular success in selling our services. Unless it is impossible to re-identify you from this information, we will treat it as personal data.

## 5 How long we keep your data for

5.1 The table below sets out how long we retain the categories of personal data we process.

Type of data	How long we retain it
<ul style="list-style-type: none"> <li>Name;</li> <li>email address;</li> </ul>	Until we have successfully contacted you in relation to your organisation's enquiry.

<ul style="list-style-type: none"> <li>• telephone number; and</li> <li>• the details of your enquiry.</li> </ul>	We will retain this data for longer if your organisation decides to progress with our service, as described below.
<p>Where you progress with purchasing our service:</p> <ul style="list-style-type: none"> <li>• name;</li> <li>• email address;</li> <li>• telephone number;</li> <li>• the details of your enquiry;</li> <li>• any correspondence between you and us;</li> <li>• details of any meetings between you and us; and</li> <li>• notes taken by our staff.</li> </ul>	Six years beyond the date on which your organisation's contract for our service expires or is terminated.
Demographic information about you.	This data is never disclosed to us by the advertising platform.

## 6 Where we obtain your personal data from

We obtain your personal data in the following ways:

- 6.1 directly from you, for instance where you submit something to our website, communicate with us, or otherwise voluntarily providing personal data to us;
- 6.2 automatically when you use our website. For instance:
  - (a) like most websites, we use cookies (which are smaller text files sent between your web browser and our services) to provide or improve certain functionality and to track which of our pages you visit (see our the "cookie" section below for more information); and
  - (b) our web server automatically collects certain information about your use of our website, for instance some key settings on your device, what type of device you are using, the operating system on your device, the website from which you came and your IP address.

## 7 People we may share your data with

- 7.1 In general, internal access to your personal data will be restricted to those who have a need to access it in order to carry out their duties (for example our customer services team).
- 7.2 However, we will also share your personal data with the following external third parties in some circumstances:
  - (a) regulators such as the ICO, and government authorities such as HMRC or the police, if we are required to do so by law or if the regulator or authority requests it and we regard that request as reasonable or are required to comply by law;

- (b) our insurers, legal advisers or other third parties who need access to it in the context of managing, investigating or defending claims or complaints;
  - (c) in connection with re-organisations, mergers and acquisitions of all or part of our business;
  - (d) organisations that process your data on our behalf who are not allowed to use your data for any other purpose, for instance our web hosts;
  - (e) other companies within our group, for instance where they provide us services; and
  - (f) where you have consented to do us doing so.
- 7.3 Where we share your personal data with our service providers, we have contracts with those service providers setting out how they must handle your personal data, including not to use your personal data other than in accordance with our instructions.
- 7.4 Where we have been able to fully anonymise personal data, we may share that anonymised data with third parties.

## **8 Transfers outside of the EEA**

- 8.1 In certain limited circumstances, we may export personal data outside of the European Economic Area for processing, and we may use third party service providers who do the same.
- 8.2 We only do that if there is a good reason to do it and where either:
- (a) there are adequate safeguards in place (such as the appropriate contractual arrangements with suppliers, or adequacy decisions, depending on the destination country); or
  - (b) we are otherwise permitted by data protection law (for instance, where you consent or such transfer is necessary to provide our service to you).

## **9 Objecting to direct marketing**

- 9.1 Where we process your personal data for direct marketing purposes, you can object to us doing so in one of the following ways:
- (a) by following the unsubscribe link which we include in all electronic marketing we send;
  - (b) by contacting us using the details on our “contact us” page; or
  - (c) by informing us when we call you that you do not want to receive further direct marketing or call backs.

## **10 Objecting to our legitimate interests processing**

- 10.1 Where we process your personal data on the basis of our legitimate interests for direct marketing purposes, you always have the right to object to that processing. To object to direct marketing please follow the instructions for objecting to marketing in the section immediately above.
- 10.2 You have the right to object to other processing on the basis of our legitimate interests, but, with the exception of direct marketing, we might not have to cease processing where you do so if either:

- (a) we are able to demonstrate compelling legitimate grounds for the processing which override your interests; or
- (b) where that legitimate interest is the establishment, exercise or defence of legal claims.

To object to legitimate interests processing, please contact us using the details at the top of this notice.

## **11 Your rights (with effect from 25 May 2018)**

The law gives you certain rights in respect of the personal data that we hold, which you should be aware of:

- 11.1 You have the right to obtain your personal data from us except in limited circumstances. Where we provide it, the first copy will be free of charge, but we reserve the right to charge a small fee for additional requests;
- 11.2 You have the right to require us to rectify any inaccurate personal data we hold concerning you;
- 11.3 Taking into account the purposes of the processing, you may also have the right to have incomplete personal data completed, by means of providing a supplementary statement or otherwise;
- 11.4 You have the right to require us to erase your personal data on certain limited grounds (including where they are no longer necessary for the purpose for which they were collected or where we rely on consent, which you withdraw, and there is no other legal ground for the processing);
- 11.5 Where we process personal data either on the basis of consent or contractual necessity, you provided the personal data to us, and we process that personal data by automated means, you have the right to require us to give you your data in a commonly used electronic format;
- 11.6 You have the right to object to our processing of personal data which we process on the grounds of our legitimate interests, as detailed in the paragraph titled “objecting to our legitimate interest processing” above;
- 11.7 You have the right to require us to restrict the processing of your personal data on certain grounds, including where:
  - (a) you contest the accuracy of the personal data and want us to restrict processing of your personal data while we verify its accuracy;
  - (b) the processing is unlawful, but you request a restriction of the processing rather than erasure;
  - (c) we (as controller) no longer need the data for the purposes of the processing, but you have told us you require us to retain that personal data for you to establish, exercise or defend legal claims; or
  - (d) you have objected to us processing your personal data on grounds of legitimate interests and want us to restrict processing of your personal data while we consider your objection.
- 11.8 If you would like to exercise any of these rights, please contact us using the details set out at the top of this notice.

## **12 If we can't remedy an issue you have**

Should you have any complaints or issue with our treatment of your personal data, you may lodge a complaint with the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)).