

Opt Pensions Privacy Notice



Opt Pensions, 3 Bakehouse Court, 19 High Street, Saffron Walden, Essex, CB10 1AT 01799 581200 www.optpensions.com

1. Introduction:

OPT Pensions is an auto enrolment provider specialising in the administration of workplace pensions on behalf of small/medium employers. We work with employers & professional advisers to guide, inform & support companies in setting up and managing their compulsory workplace pension schemes. We provide end to end support including full assessment & communications if required. Read more about us following this link (<https://www.optpensions.com/about-us>).

When this policy mentions "OPT Pensions", "we", "us", "our" all of those terms refer to OPT CORPORATION LIMITED (company number: 10320894) with registered offices located at 3 Bakehouse Court, 19 High Street, Saffron Walden, Essex, England, CB10 1AT.

The person responsible for data protection is Garry Crackle.

You can contact Garry Crackle by sending a message to the following address: clientservices@optpensions.com, or by calling the following phone number: 01799 581200.

2. Purpose of this policy:

The main objective of this policy is to give clear indications to individuals, clients and third parties on how OPT Pensions processes their personal data. It is also intended at giving awareness with regards to the rights that are available under the General Data Protection Regulation.

3. Data protection laws:

OPT Pensions processes data in line with UK laws and regulations and more specifically the General Data Protection Regulation. This regulation will be effective on the 26th of May 2018.

4. Consent Where OPT Pensions needs to collect or pass on your information to a third party, we will obtain your consent where we require consent as grounds for processing. For example, if we need to process data regarding your religious beliefs, we will obtain your consent and explain the purposes of processing prior to doing so.

5. Personal data collected

When you enter a contract with OPT Pensions, we will always provide you clear details with regards to the type of personal data that is being collected. You will have the opportunity to review the purposes of the data collection and you will have the choice to either approve or disapprove by giving your affirmative consent, such as a signature.

At no time will OPT Pensions pass on your personal details to third parties without your prior knowledge and where required your affirmative consent. Your personal data will not be sold to third parties, marketing agencies or processed in an unlawful manner.



6. Third parties and overseas transfers

When your personal data needs to be transferred to an overseas country that is not part of the EEA (European Economic Area), we will always ensure that there are adequate levels of protection and a similar legislation with regards to data protection. Each country might have different laws and regulations with regards to data protection.

Overseas transfers outside the EEA will only be possible when we have the appropriate safeguards are in place.

7. Measures put in place to safeguard your personal data

We have put in place several technical and organisational measures aimed at protecting the confidentiality, the integrity and the availability of your personal data.

All the endpoints of the company are protected with antivirus and firewalls.

Encryption technology is in use to protect the integrity of the personal data we process. Encryption prevents data from being easily accessible and recoverable in the event of theft or computer misuse.

A password policy is currently in place to ensure that the data stored on our systems is only accessible to authorised personnel. The passwords are changed on a regular basis.

We regularly make backups of our data to ensure that it is readily available in the event of technical problems or disaster recovery.

8. Additional information

If you have any questions with regards to this privacy policy, the way your data is handled or if you would like to exercise any of your rights under the General Data Protection Regulation, please contact Garry Crackle at clientservices@optpensions.com, or by calling the following phone number: 01799 581200. Alternatively, you can write to Garry Crackle at:

Opt Pension,
3 Bakehouse Court,
19 High Street,
Saffron Walden,
Essex,
England,
CB10 1AT.

Privacy Policy version 1.0

Date: 15/01/2018

The General Data Protection Regulation may be updated again before it becomes law in May 2018. This policy will be updated accordingly and in line with any modifications or amendments to the General Data Protection Regulation.