



## 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](mailto:clientservices@optpensions.com), or by calling the following phone number: 01799 581200.

## 2. Purpose of this policy:

The objective of this policy is to give clear indications on how OPT Pensions processes your personal data when you visit the website. It also gives information with regards to the way personal data is being processed when you submit a request to be contacted by us in the "contact us" section of our website.

## 3. Data protection laws:

We process your personal data in line with UK laws and regulations, more specifically The General Data Protection Regulation that will be effective on the 26<sup>th</sup> of May 2018.

**4. Consent** Under GDPR, consent should be given in a positive and affirmative way by individuals who share their personal data with us. According to the General Data Protection Regulation, consent means: "any freely given specific and informed indication of his wishes by which the data subject signifies his agreement to personal data relating to him being processed."

When you submit your personal data on the website, you need to submit it along with your affirmative consent.

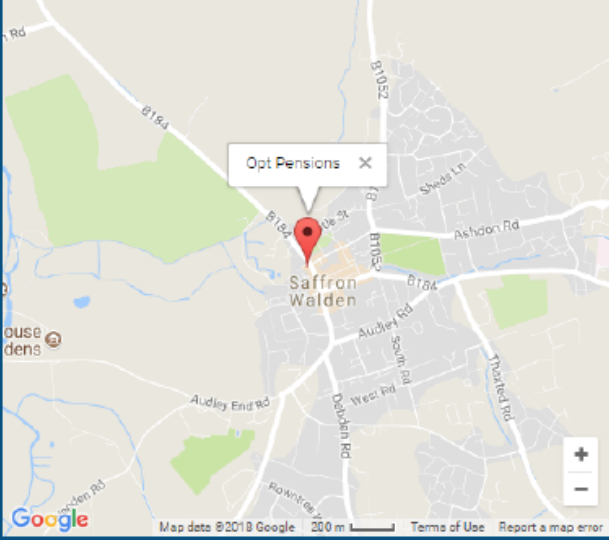
## 5. Personal data collected

We gather a certain amount of personal data from the website. The data that we collect is the data that you submit on the contact form in the "contact us" section of our website.

This data collected includes all of the following (as shown on the screen capture)

- First name
- Surname
- Message

## CONTACT US



**3 Bakehouse Court  
19 High Street  
Saffron Walden  
Essex  
CB10 1AT**

**01799 581200**

Name

Email

Subject

Message

## 6. Data usage

The data you provide helps us understand what you are looking for from the company and it helps us understand your needs so that we can provide you with appropriate information.

The following information details how we use the data that you have submitted to OPT Pensions through the “contact us” form:

- Answer your query
- Contact you with regards to the query you have submitted
- Provide you advice corresponding to the needs you outlined in your query
- Offer you services and products that are appropriate with regards to your needs

## 7. 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, however we will always ensure that the country and/or organisation of destination always has appropriate measures in place to safeguard your data.

## 8. Data security safeguards

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, anti-malware and firewall protection.

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.

## 9. Your rights under the General Data Protection Regulation

Under the GDPR, you have all the following rights:

- The right to rectification
- The right to access
- The right to erasure
- The right to restriction
- The right to object
- The right to lodge a complaint

In order to exercise those rights, please contact Mr Garry Crackle. You can contact Garry Crackle by sending a message to the following address: [clientservices@optpensions.com](mailto:clientservices@optpensions.com), or by calling the following phone number: 01799 581200.

## 10. 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 Mr Garry Crackle.

## 12. The Information Commissioner's Office

If you would like to learn more about the General Data Protection Regulation, you can visit the ICO's website following this link: <https://ico.org.uk/>

You can also find an overview of the GDPR following this link: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

In addition to all the information provided in this privacy policy, you can also find more in-depth information with regards to the right you have under the general data protection regulation following this link: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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Website Privacy Policy version 1.0

Date: 16/01/2018

The General Data Protection Regulation might slightly be updated again before it becomes law in May 2018. We will make sure to update this privacy policy accordingly and in line with any amendments or modifications to the General Data Protection Regulation