

GROUP INCOME REPLACEMENT INSURANCE

Information for Employers

Fact Sheet G1 ~ Providing Information To The Society

It is important that you and your *Employees* take care to provide us with all material facts when we ask for them. This can be at the time of setting up your *Plan*, when adding new *Employees* to it, at the time of *Claim*, when administering your *Plan* and at *Plan Review*.

A material fact is one that is likely to influence our assessment of your application for the *Plan* or an application to add an *Employee* to it. It is also one that is likely influence our decision to amend an *Employee's Cover* or the acceptance of a *Claim*. If you or an *Employee* are unsure of whether a fact is material you should disclose it.

Failure to disclose a material fact could result in non payment of a *Claim* or revision of the terms under which we are providing insurance in respect of the *Employee* concerned.

If information is provided recklessly, deliberately withheld or false information provided it could lead to the cancellation of an *Employee's Cover* or the *Plan* itself.

DATA PROTECTION STATEMENT

For the purposes of the Data Protection Act 1988 (The Act), the Data Controller in relation to any personal information and data about your *Employees*, supplied in connection with your *Plan*, is **Wiltshire Friendly Society Limited**.

Personal information supplied by you or your *Employees* is used only to facilitate setting up and maintaining the arrangements connected to your *Plan* or any *Employee Cover Enhancement Plan*. It will only be used in accordance with the provisions of The Act.

In the case of personal data, with limited exceptions and on payment of the appropriate fee, *Employees* have the right to access and, if necessary, rectify inaccuracies or errors within the information held about them. Such requests for access must be specific rather than general in nature.

The *Society* will use personal information to properly manage and administer all aspects of, and processes relating to, your *Plan* and any *Employee Cover Enhancement Plans*. This includes but is not limited to, setting up the plans referred to, granting of *Cover* to *Employees*, amendments to their *Cover*, *Claims*, general administration, termination of your *Plan* as a whole or an *Employee's* membership of it and termination of any *Employee Cover Enhancement Plan*.

The *Society* may, from time to time, use professional advisers and service providers who are not direct employees, in such circumstances **We** will at all times remain responsible for the oversight and control of any personal data processed.

Important Note. The *Society* never discloses personal data to any third parties for direct marketing or other similar purposes.

An explanation of the terms in *italics* can be found in [Fact Sheet G10 "Glossary of Terms Used"](#)