

Changes to Correspondence Details
For Existing Registered Providers Only

Provider Name:	
Provider Vhi Code:	
Name to appear on F45:	
Company Tax number or PPS: <i>(Please indicate which)</i>	
1st Line of address:	
2nd Line of address:	
3rd Line of address:	
4th Line of address:	

Signed: _____

Date: _____

Data Protection Statement:

“The information you provided in this “Vhi Registration Application Form” will be processed by Vhi Insurance DAC for the sole purpose to consider your eligibility as a “participating consultant and, if your application is successful, to progress your registration with us. If your application is successful, the relationship with respect to data privacy between you and Vhi shall operate in accordance with the terms set out in the Schedule of Benefits for Professional Fees which constitute the basis of the Agreement with Vhi.

We will share your information with the following:

- *Service providers - We rely on trusted third parties to help us run the Vhi business and to provide us with specialised services. These can include companies that provide IT services (e.g. scanning and uploading letters from customers and hosting data when providing software services). These can also include legal advisors, accountants and consultants. Where our service providers have access to your personal data, we ensure they are subject to appropriate contracts and other safeguards.*
- *Regulators - In certain circumstances Vhi is obliged to provide information to a regulator, (e.g. in the investigation of complaints).*
- *Group companies - Vhi consists of a number of separate companies. Some of these companies provide services to each other which may involve the sharing of your personal data between one or more group companies.*

If your application is unsuccessful we will retain your personal data for a period of no greater than 2 years. If your application is successful we will retain your personal data in accordance with our record retention policies. The record retention policies operate on the principle

that we keep personal data for no longer than is necessary for the purpose for which we collected it, and in accordance with any requirements that are imposed on us by our regulators or by law. This means that the retention period for your personal data will vary depending on the type of personal data. For further information about the criteria that we apply to determine retention periods please see below:

- *Statutory and regulatory obligations - As we work in a highly regulated industry, we have certain statutory and regulatory obligations to retain personal data for set periods of time.*
- *Managing legal claims - When we assess how long we keep personal data we take into account whether that data may be required in order to defend any legal claims which may be made. If such data is required, we may keep it until the statute of limitations runs out in relation to the type of claim that can be made (which varies from 2 to 12 years).*
- *Business requirements - As we only collect personal data for defined purposes, we assess how long we need to keep personal data for in order to meet our reasonable business purposes”.*

You have various rights under data protection law, subject to certain exemptions, in connection with our processing of your personal data:

- *Right to access the data - You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.*
- *Right to rectification – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.*
- *Right to erasure – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.*
- *Right to restriction of processing or to object to processing – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.*
- *Right to data portability – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.*

In order to exercise any of the above rights, please contact us using the contact details set out below.

If you have any queries in relation to the processing of your personal data, we have appointed a Data Protection Office that you can contact as follow: by post at Data Protection Officer, Vhi, Vhi House, Lower Abbey Street, Dublin 1 or by e-mail at dataprotection@vhi.ie