

Health Matters UK Limited - GDPR INFORMATON AUDIT / Data Mapping

Commercial Clients Services	Potential data held	Who provided this data ?	Is the data sensitive ?	Where do we store / hold the data ?	Who do we share the data with ?	Why do we share the data ?	How long do we store the data ?	Why do we hold the data ?
Private Medical Insurance	Employee names, DOB & Address	The Employer	Yes	All Data is held within our CRM and Client Management Systems	Relevant Insurers	To arrange quotes	Client data is held whilst they are clients	Requirement to Provide Insurance
Group Life	Spouses and Dependents - as above	The Employer	Yes	Paper files within the secure building	Internally between staff	To Impliment Insurance cover	Ex-Client data is held for 2 years	Required to collect quotes
Health Cash Plans	Salary	The Employer	Yes	Hardware - Office Based Server			Non-client data is held for 2 years	Required for reference Purposes
Income Protection	Job Title	The Employer	Yes	Software - Offsite Cloud Based Services				
Critical Illness	Email Address	The Employer	Yes	Offsite hosting via third-party within secure servers within the EU				
Employee Assistance Programmes	Personal Medical History	The Employer	Yes	Non-client data is held for 2 years				
Health Assessments	Marital status	The Employer	Yes					
Dental Insurance	Insurer and Renewal date	The Employer	Yes					
Travel Insurance Personal Accident	International Travel	The Employer	Yes					
KeyMan Insurance	Other Insurance Products	The Employer	Yes					
Retail Clients Services	Potential data held	Who provided this data ?	Is the data sensitive ?	Where do we store / hold the data ?	Who do we share the data with ?	Why do we share the data ?	How long do we store the data ?	Why do we hold the data ?
Private Medical Insurance	Employee names, DOB & Address	The Employer	Yes	All Data is held within our CRM and Client Management Systems	Relevant Insurers	To arrange quotes	Client data is held whilst they are clients	Requirement to Provide Insurance
Health Cash Plans	Salary	The Employer	Yes	Hardware - Office Based Server			Non-client data is held for 2 years	Required for reference Purposes
Health Assessments	Marital status	The Employer	Yes					
Dental Insurance	Insurer and Renewal date	The Employer	Yes					
Travel Insurance Personal Accident	International Travel	The Employer	Yes					