

Privacy Notice

Employee Benefits Agreement with Vivup

Vivup:

Provides a number of employee benefits. **The exciting range of benefits include:**

- **Employee Assistance Programme (EAP)** – Confidential, free and impartial assistance to help you in times of need including a helpline operating 24 hours a day, 7 days a week and 365 days a year
- **Lifestyle Savings** – Access a huge range of savings across the UK's major retailers
- **Home and Electronics** – Spread the cost of thousands of technology and home appliances shipped by Currys and John Lewis & Partners

1. Type of personal information being processed

- Place of work
- Employee Number
- National Insurance Number
- Title
- First Name
- Last Name
- Telephone Number
- Mobile Number
- Email
- Address: Home Address 1, Home Address 2, Town, County, Postcode
- Benefit Amount

The following additional data are required for our Annual Leave Purchase benefit:

- Department
- Contract status
- Line manager name
- Line manager email
- Days in a working week
- Annual salary before tax
- Current annual leave allowance
- Amount of annual leave to be purchased

This information is required for the Employer to verify the identity of the employee and to create any payroll reductions.

IF YOU HAVE ANY QUERIES, PLEASE CONTACT

2. How we obtain the personal information and why we have it

All information will be provided by the staff member themselves.

3. Legal basis

6(1)(a) – Explicit Consent

4. How we store your personal information

All data will be stored in a secure and encrypted system, operated by Vivup. All data is stored within UK data centres.

5. Who has access to your information / who do we share it with?

Only authorised People Services staff (within Solent) and supporting staff (within Vivup) will have access to your data.

Further information on the use of your data and your rights, please visit <https://www.solent.nhs.uk/about-us/publication-scheme/your-information-your-rights/>