

Health Insurance Application Form – Company Funded

Please complete all sections of this application form in **BLOCK CAPITALS** and return it to **Vhi Healthcare, IDA Business Park, Purcellsinch, Dublin Road, Kilkenny.**

General questions / Policyholder specific

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	First name
Surname	Any other name (maiden name/double barrel name)
Address	
Date of birth	Email
Mobile	Home telephone
PPS* number	Group scheme name
Group scheme number	Employee number (If in doubt, contact your Payroll or HR Department)
Do you know your Lifetime Community Rating loading? <input type="checkbox"/> Yes <input type="checkbox"/> No. If YES please confirm	

Policyholder and dependants details

FIRST NAME	SURNAME	AGE	DATE OF BIRTH	RELATIONSHIP TO POLICYHOLDER	PPS*	HEALTHCARE PLAN

*Your PPS number is required for Revenue purposes

To be signed by the applicant

I agree to be bound by the *Rules of Vhi. I agree to have the subscription deducted from my salary/pension where such arrangements apply.

I declare that to the best of my knowledge and belief the information provided is true and complete.

* Rules will be sent on registration or may be provided in advance, where requested.

New Vhi customers

Optional consents

We would also like to process your personal data (or, if you are a parent/guardian acting on behalf of a dependant under 18 years, the personal data you provide on their behalf) for the following purposes:

Direct Marketing

I consent to Vhi using my personal data to offer me personalised products and services which are relevant to my needs by post, phone, email or SMS (based on my choices below).

Direct Marketing Preferences (Choose as many as you like):

☐ Post ☐ Email ☐ Phone ☐ SMS

Existing Vhi customers

Your current communication preferences which we hold on file will apply. If you wish to change these preferences, please contact us at **(056) 444 4444**.

Vhi Data Protection Statement

What is the purpose of this notice?

In order to process your application for health insurance we will need to process the personal data that you have provided to us in your application form or which has been given to us by your previous insurer. This notice sets out details of how we process your personal data in the context of your application, to whom we disclose it, and your rights under data protection law in relation to our processing of your data.

Who controls the use of your personal data?

Vhi Insurance DAC, whose registered address is Vhi House, Lower Abbey Street, Dublin 1, is the company that is in charge of personal data that is collected in relation to our health insurance products. If you have any queries in relation to the processing of your personal data, we have appointed a data protection officer that you can contact as follows: by post at Data Protection Officer, Vhi, Vhi House, Lower Abbey Street, Dublin 1 or by email at dataprotection@vhi.ie.

Why do you process my personal data?

We will use your personal data in order to process your application for health insurance and to administer your policy. Our processing of your data for these purposes is in order for us to take the necessary steps to enter into a contract with you, and then for the performance of that contract. If you give us permission to send you marketing messages, we will process your personal data in order to send you marketing messages through your chosen means of communication. Our processing of your personal data for marketing purposes is subject to your consent.

Important information about when we ask for your consent to the processing of your personal data

When we process your personal data on the basis of your consent, you are free to withdraw that consent at any time. You can withdraw your consent by contacting us using the contact details at the bottom of this notice. Please note that if you withdraw your consent we may not be able to continue providing you with the service that is based on that consent (e.g. marketing messages).

Information you are obliged to provide

We require the information set out in this application form in order to be able to enter into a contract with you and to provide you with our services. If you do not provide the information, we will not be able to process your application and provide you with our services.

Who do we share your personal data with?

We share your personal data with the following third parties:

- *Hospitals and primary care providers* – We will provide hospitals and primary care providers with information that allows them to verify your current level of cover.
- *Service providers* – We rely on trusted third parties to help us run the Vhi business and to provide us with specialised services. This can include companies that provide IT services, from scanning letters that we receive and loading them onto our systems to hosting data on our behalf when providing software services. We also engage with companies that provide us with non-IT related services, such as legal advisors, accountants and consultants. Where our service providers have access to your personal data we ensure that they are subject to appropriate contracts and other safeguards.
- *Regulators* – In certain circumstances Vhi is obliged to provide information to a regulator, such as in relation to the investigation of complaints.
- *Group schemes* – Many members avail of our services through a group scheme that is operated by their employer. In order to administer your policy Vhi may exchange certain details, such as your name, address, gender, date of birth, contact details, details of dependants that will be included on a policy, their relationship to the Policyholder, previous insurance details, employee and group scheme number and PPS number. This information may be provided electronically.
- *Group companies* – Vhi consists of a number of separate companies. Some of these companies provide services on an intra-group basis, which may involve the sharing of your personal data between one or more group companies.
- *Other insurers* – We may share your personal data with other insurers in order to verify your level of cover.

Transfers outside of the European Economic Area (EEA)

There are certain circumstances where we will transfer your personal data outside of the EEA to a country which is not recognised by the European Commission as providing an equivalent level of protection for personal data as is provided for in the EEA. If we transfer your personal data outside of the EEA please rest assured that we will ensure that appropriate measures are in place to protect your personal data and to comply with our obligations under applicable data protection law. This may mean that we enter into contracts in the form approved by the European Commission, or we ensure that the company to which we transfer your personal data has agreed to abide by an approved transfer mechanism, such as the EU-US Privacy Shield framework. If you would like further details about the measures we have taken in relation to the transfer of your personal data, or copies of the agreements that we have put in place in relation to the transfers, please contact us using the details at the bottom of this notice.

Retention of personal data

Vhi will retain your personal data in accordance with our record retention policy. The record retention policy operates on the principle that we keep personal data for, no longer than is necessary for the purpose for which we collected it, in accordance with any requirements that are imposed on us by law and 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 the minimum amount of time we need to keep personal data for in order to meet our reasonable business purposes.

Your rights

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.

Questions and Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can get in touch with us using the following contact details:

- Post: Data Protection Officer, Vhi, Vhi House, Lower Abbey Street, Dublin 1
- E-Mail: dataprotection@vhi.ie

You also have the right to lodge a complaint with the Data Protection Commission if you are unhappy with our processing of your personal data. Details of how to lodge a complaint can be found on the dataprotection.ie website, or you can call the Data Protection Commission on 1890 252 231.

X SIGNATURE

DATE

For office use only

S.P.I.N.	Date
	Comp. by
Policy no.	

Vhi Healthcare DAC trading as Vhi Healthcare is regulated by the Central Bank of Ireland.
Vhi Healthcare is tied to Vhi Insurance DAC for health insurance in Ireland which is underwritten by Vhi Insurance DAC.



For more information call us on (056) 777 5800 or visit Vhi.ie

Additional information

For the purposes of determining any premium loadings

Please answer the following sections for each person over the age of 35

Name

Any other name (maiden name/double barrel name)

Are you currently insured?

☐ Yes ☐ No

If **No**: Have you ever had private health insurance in Ireland?

☐ Yes ☐ No

Please provide details of any current or previous in-patient hospital cover

INSURANCE PROVIDER	POLICY NUMBER	HOSPITAL COVER (YES/NO)	START DATE	END DATE

Please answer if you recently returned to Ireland

Were you resident in Ireland on the 1st May 2015?

☐ Yes ☐ No

What date did you return to Ireland to live permanently?

Please answer if you had a break in your health insurance policy as a result of unemployment

Did you take a break in your insurance as a result of unemployment after 2008?

☐ Yes ☐ No

How long were you or a person on whom you were dependent unemployed? Please specify dates of unemployment

Were you or a person on whom you were dependent in receipt of Social Welfare during the unemployment period?

☐ Yes ☐ No

Name

Any other name (maiden name/double barrel name)

Are you currently insured?

☐ Yes ☐ No

If **No**: Have you ever had private health insurance in Ireland?

☐ Yes ☐ No

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