
Section 1 – Loss or Damage to the Motor Vehicle

A COVER

Comprehensive Cover

If the Motor Vehicle (or its accessories or spare parts on it) as defined in the Schedule is lost or damaged the Insurers will indemnify the Policyholder at their own option by repairing or replacing the Motor Vehicle or paying the amount of the loss or damage. The Insurers' liability in respect of the Motor Vehicle including accessories or spare parts but excluding any trailer attached to it shall not exceed whichever is the lesser of

- a the market value of the Motor Vehicle including its accessories and spare parts on it
- b £20,000 unless any higher amount is shown in the Schedule for that Motor Vehicle

Cover for Fire and Theft only

If the Policy Cover is stated in the Schedule to be **'Third Party Fire and Theft'** the Insurers shall be liable under this Section only for loss or damage caused by fire lightning explosion theft attempted theft or the taking away of the Motor Vehicle without the consent of the Policyholder

B EXTENSIONS

Motor Trade

Whilst the Motor Vehicle is in the custody of a member of the motor trade for maintenance or repair the following shall be inoperative

- a Exception 1 overleaf
- b General Exception B1 a and c of Section 6
- c Endorsement 2 if applicable

Recovery and Redelivery

Following loss or damage insured by this Policy the Insurers will pay the reasonable cost of

- a protection and removal of the Motor Vehicle (if disabled) to the nearest competent repairers
- b delivery after repair or after recovery of the Motor Vehicle to the Policyholder's address in the Channel Islands or such other place agreed by the Insurers

Hiring or other Agreements

If the Insurers know that the Motor Vehicle is hired leased or loaned to the Policyholder under a hire purchase agreement vehicle leasing agreement or other agreement any payment shall be made to the owner whose receipt shall be a discharge of any claim under this Section

C EXCEPTIONS

Exceptions to Section 1

In respect of each and every occurrence the Insurers **shall not be liable** for

- 1 the first £100 of any claim for loss or damage to the Motor Vehicle except where the only loss or damage is to the windscreen or windows (see Exception 6) and, in addition, the amount stated below while the Motor Vehicle is being driven by or is in the charge of any person who
 - a is under 21 years of age £150
 - b
 - i is under 25 but not under 21 years of age or
 - ii holds a provisional licence to drive or has held a full licence to drive a vehicle of the same class as the Motor Vehicle for less than 12 months or
 - iii does not hold a licence to drive but is driving in circumstances where a licence is not required by law £100

This Exception shall not apply to loss or damage resulting from fire lightning explosion theft or attempted theft or the taking away of the Motor Vehicle without the consent of the Policyholder

- 2 a diminution in value following repair
 - b loss of use depreciation wear and tear mechanical or electrical breakdown
- 3 damage to tyres by application of brakes or by punctures cuts or bursts
- 4 loss or damage directly occasioned by pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds
- 5 loss of the Motor Vehicle resulting from deception by a purported purchaser or his agent
- 6 the first £50 in respect of loss or damage to the windscreen or windows where this is the only damage to the Motor Vehicle other than scratching of bodywork resulting from the breakage of glass
- 7 loss or damage to the Motor Vehicle when left unattended or unoccupied when it has not been locked, with the windows closed and the ignition key removed

Section 2 – Liability to Third Parties

A COVER

Sub-Section 1 – Indemnity to Policy Holder

The Insurers will indemnify the Policyholder in respect of legal liability incurred for damages and claimant's costs and expenses in respect of accidental

- a death of or bodily injury to any person (including passengers)
- b loss of or damage to material property up to a limit of £1,000,000 any one claim or number of claims arising out of one cause
- c stoppage of or interference with pedestrian vehicular rail air or waterborne traffic or escape or discharge of any substance or gas up to a limit of £1,000,000 any one claim or number of claims arising out of one cause

in connection with the use of the Motor Vehicle (including loading and unloading)

The Insurers will in addition pay in respect of any event which may be the subject of indemnity under this Sub-Section

- i advocates' and/or solicitors' fees for representation at any coroner's inquest or fatal inquiry or court of summary jurisdiction
- ii the costs and expenses incurred with their written consent
- iii the costs of defence against a charge of manslaughter or causing death by reckless or dangerous driving

Sub-Section 2 – Indemnity to Other Persons

The Insurers will also indemnify in the terms of Sub-Section 1

- a any person permitted to drive the Motor Vehicle under the terms of the Certificate of Motor Insurance
- b any passenger in the Motor Vehicle other than the driver
- c
 - i any principal with whom the Policyholder has an agreement
 - ii any hirer of the Motor Vehicle other than under a hire purchase agreement provided that the Insurers shall not be liable in respect of liability arising from the act default or neglect of the principal/hirer his servant or agent
- d the legal personal representatives of any person entitled to indemnity under this Section in respect of liability incurred by that person

Sub-Section 3 – European Union Cover

The Insurers will provide indemnity in the terms of this Policy while the Motor Vehicle is in any country which is a member of the European Union and any other country in respect of which the Commission of the European Union is satisfied that arrangements have been made to meet the requirements of Article 7(2) of the EEC Directive on insurance of civil liabilities arising from the use of motor vehicles No. 72/166/CEE but only to the extent that any road traffic legislation requires insurance or security in the country concerned including costs and expenses incurred with the Insurers' consent

Sub-Section 4 – Contingency Cover for Employees' Vehicles

The Insurers will indemnify the Policyholder and no other person in the terms of Sub-Section 1 while any motor vehicle not the property of or provided by the Policyholder's business by any person in the Policyholder's employ but the Insurers shall not be liable

- a if there is any other insurance covering the same liability
- b for loss or damage to such motor vehicle

B EXCEPTIONS

Towing

This Policy shall operate while the Motor Vehicle is being used for the purpose of towing

- 1 one disabled mechanically-propelled vehicle
- 2 any trailer providing that the Motor Vehicle towing the trailer is a goods carrying vehicle and has a gross vehicle weight not exceeding 3.5 tons

Provided always that

- a the vehicle is not towed for reward
- b the Insurers shall not be liable by reason of this paragraph
 - i in respect of damage to the towed vehicle or trailer or property being conveyed by such vehicle or trailer
 - ii if the Motor Vehicle to which any trailer is attached is drawing a greater number of trailers than is permitted by law

C EXCEPTIONS

Exceptions to Section 2

The Insurers **shall not be liable**

- a for liability arising from the loading or unloading beyond the limits of any carriageway or thoroughfare by any person other than the driver or attendant of the Motor Vehicle
- b for death or bodily injury arising out of and in the course of the injured person's employment by the person claiming indemnity under this Section except as is required by any road traffic legislation
- c to indemnify any person driving unless that person holds a licence to drive the Motor Vehicle or has held and is not disqualified for holding or obtaining such a licence
- d to indemnify any person not driving but claiming indemnity if to his knowledge the person driving does not hold a licence to drive the Motor Vehicle unless he has held and is not disqualified for holding or obtaining such a licence
- e to indemnify any person other than the Policyholder if that person is entitled to indemnity under any other policy
- f for loss of or damage to property owned by or in the custody or control of
 - i the Policyholder or any person claiming indemnity or
 - ii any person in the service of the Policyholder or any person claiming indemnity where the property is in the custody or control of that person by virtue of that service
- g for loss of or damage to property being conveyed by the Motor Vehicle
- h any legal liability except as required by any road traffic legislation which arises from the use of a vehicle while it is on any part of any commercial or military airport or airfield used for
 - i the take-off landing or movement of aircraft on the ground
 - ii aircraft parking including any associated service roads refuelling areas ground equipment parking areas aprons maintenance areas and hangars

but exceptions c and d shall not apply when a licence is not required by law

Right of Recovery

The Policyholder shall repay to the Insurers all sums paid by them under this Section because of the requirements of any law if the Insurers would not have been liable for those payments by the terms of this Policy

Application of Limits of Liability

In the event of any accident involving indemnity to more than one party any limitation in this Policy of the amount of that indemnity shall apply to the aggregate amount and such indemnity shall apply in priority to the Policyholder

Section 3 – Trailers

A COVER

A trailer shall be insured in the terms of this Policy as though it were a Motor Vehicle if either

- a it is specified in the Schedule
- or
- b it is not specified but
 - i it is attached to
 - or
 - ii it has been attached to and whilst away from the Policyholder's premises is temporarily detached from (but remains in the vicinity of) a Motor Vehicle for which the Schedule shows that unspecified trailers are covered

B CONDITIONS

Provided that

- 1 while any such trailer is attached to a towing vehicle or power unit they shall together be regarded as one vehicle
- 2 any plant permanently attached to a trailer shall be regarded as part of that trailer
- 3 the Insurers' liability under Section 1 of this Policy – Loss or Damage to the Motor Vehicle – in respect of any trailer shall not exceed the amount shown in the Schedule

C EXCEPTIONS

The Insurers **shall not be liable**

- 1 under paragraph b for trailers with plant permanently attached while the trailer is detached from the towing vehicle
- 2 if the Motor Vehicle to which an insured trailer is attached is drawing a greater number of trailers than is permitted by law
- 3 except so far as is necessary to meet the requirements of road traffic legislation in connection with the operation as a tool of any trailer insured by this Policy unless the trailer is one specified in the Schedule

Section 4 – Other Clauses

Rallies Competitions and Trials

While any Motor Vehicle insured by this Policy is used in a Competition or Rally or Trial the insurance shall be restricted to those liabilities for which insurance is compulsory by road traffic legislation

This limitation shall not apply in respect of any event organised for the purpose of encouraging road safety in which the route shall not exceed 100 miles and no merit is attached to a competitor's performance on the public highway except in relation to good road behaviour and compliance with the Highway Code. If such event includes driving tests the driving area shall not exceed 100 square yards and no test shall be timed.

Emergency Treatment

The Insurers will indemnify any person using the Motor Vehicle in respect of liability under road traffic legislation to pay for emergency treatment fees.

No Claim Discount

If no incident resulting in a claim under this policy has occurred during the following periods of insurance the next renewal premium will be reduced by the discount shown in the following scale:

One year	10%
Two consecutive years	20%
Three consecutive years	30%
Four consecutive years	40%
Five consecutive years	50%

A claim arising from a single incident which occurs after a 50% discount has been earned will reduce the discount at renewal to 30% and a 40% discount will in the same circumstances be reduced to 20% and a 30% discount will be reduced to 10%.

Payments for the following will not affect the discount:

- a payment for emergency treatment
- b payment under Section 1 in respect of breakage of the windscreen and/or windows where this is the only damage to the Motor Vehicle other than scratching of the bodywork resulting from the glass breakage
- c payment under Sub-Section 4 of Section 2

If this Policy applies to more than one Motor Vehicle the No Claim Discount shall apply as if a separate policy had been issued in respect of each Motor Vehicle.

Cross Liabilities

If the Policyholder comprises more than one party (which in the case of a partnership includes each individual partner) the Insurers will indemnify each in the terms of this Policy against liability incurred to the other as if such other was not included as a Policyholder.

Section 5 – Conditions

Condition 1 – Compliance with Policy Terms

The liability of the Insurers will be conditional on the Policyholder complying and as appropriate any other person entitled to indemnity complying as though he were the Policyholder with the terms of this Policy

Condition 2 – Reasonable Precautions

The Policyholder shall take and cause to be taken all reasonable precautions to prevent injury loss or damage and shall maintain the Motor Vehicle in a roadworthy condition The Insurers shall have free access to examine the Motor Vehicle at all reasonable times

Condition 3 – Claims Procedure and Requirements

- a The Policyholder must report all accidents claims and civil or criminal proceedings to the Insurers in writing as soon as possible
- b Every letter claim writ or other document relating to any accident claim or civil proceedings must be sent to the Insurers immediately and unacknowledged
- c No admission of liability or promise of payment may be made without the Insurers' written consent
- d The Policyholder will give all information and assistance as required

Condition 4 – Insurers' Rights

- a The Insurers are entitled to take over and conduct the defence or settlement of any claim at their discretion
- b The Insurers may at any time pay the limit of liability referred to in Sub-Section 1 of Section 2 after deduction of any sum or sums already paid or any less amount for which any claim or claims can be settled and shall then relinquish the conduct and control thereof and be under no further liability in respect thereof except for the payment of costs and expenses incurred prior to the date of such payment

Condition 5 – Non-Contribution

If the damage or liability which is the subject of a claim under this Policy is or would but for the existence of this Policy be insured under any other insurance the Insurers shall not be liable under this Policy except to the extent of any excess beyond the amount payable under such other insurance had this Policy not been effected

Condition 6 – Cancellation

This Policy may be cancelled

- a by the Insurers sending fourteen days notice by letter to the last known address of the Policyholder (and in the case of Northern Ireland to the Department of the Environment for Northern Ireland). The Policyholder shall be entitled to a pro rata return of premium
- b by the Policyholder who should contact the Insurers in which case the Policyholder may be entitled to refund of premium provided that no claim has been made during the current Period of Insurance

Condition 7 – Cancellation of Monthly Premiums

If this Policy is issued or renewed on the basis of monthly premiums the liability of the Insurers will cease in the event of non-payment of any monthly premium on its due date but before the cancellation takes effect the Insurers will send seven days notice by letter to the last known address of the Policyholder

Section 6 – General Exceptions

Exception A – Change of Vehicle

If the Description of Vehicles in the Certificate of Motor Insurance refers to 'Any Goods Carrying Vehicle' or other specified class of vehicle the property of the Policyholder or hired to him under a hire purchase agreement the Insurers shall not be liable in respect of any vehicle except where particulars are already in their possession unless details are notified to the Insurers within seven days of the date of acquisition and are accepted by them

Until the Insurers are notified of the acquisition of such vehicle the Policy Cover operative for that Vehicle shall be the widest form described in the Schedule

Exception B – Use and Driving

The Insurers **shall not be liable** in respect of

- 1 death injury loss or damage occurring or liability arising while the Motor Vehicle is being
 - a used with the consent of the Policyholder or his representative otherwise than in accordance with the limitations as to use in the Certificate of Motor Insurance
 - b driven by the Policyholder unless he holds a licence to drive the vehicle or has held and is not disqualified for holding or obtaining such a licence
 - c driven with the consent of the Policyholder or his representative by any person
 - i who is not specified in the Certificate of Motor Insurance
 - ii who the Policyholder or his representative knows does not hold a licence to drive the vehicle unless he has held and is not disqualified for holding or obtaining such a licencebut Exceptions b and c shall not apply when a licence is not required by law

Contractual Liability

- 2 any liability which attaches because of an agreement but which would not have attached in the absence of that agreement

Radioactive Contamination

- 3 a loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss
 - b any legal liability of whatsoever nature directly or indirectly caused by or contributed to by or arising from
 - i ionising radiations or contamination by radioactivity from any irradiated nuclear fuel or from any nuclear waste from the combustion of nuclear fuel
 - ii the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof

War and Terrorism

- 4 any consequence of war Terrorism invasion act of foreign enemy hostilities (whether war be declared or not) civil war rebellion revolution insurrection or military or usurped power except so far as is necessary to meet the requirements of road traffic legislation
- Terrorism shall mean an act of any person acting on behalf of or in connection with any individual or organisation which carries out activities directed towards the overthrowing or influencing by force or violence of HM's government in the United Kingdom or any government de jure or de facto

Riot and Civil Commotion

- 5 any consequence of riot or civil commotion occurring elsewhere than in the Channel Islands Great Britain or the Isle of Man (this Exception does not apply to Section 2 - Liability to Third Parties)

Section 7 – Endorsements

THESE ENDORSEMENTS ARE OPERATIVE ONLY IF THE NUMBER SET AGAINST THEM APPEARS IN THE SCHEDULE AND EACH IS SUBJECT OTHERWISE TO THE TERMS EXCEPTIONS AND CONDITIONS OF THIS POLICY

Endorsement 1 – Own Damage Excess

In respect of each and every occurrence the Insurers shall not be liable for the first amount shown in the Schedule of any claim under Section 1 - Loss or damage to the Motor Vehicle This amount shall be in addition to any other amount for which the Insurers are not liable by reason of Exception 1 to Section 1 provided that

- a if the name of any person or description of any class of persons is shown against this amount this Endorsement shall apply only while the Motor Vehicle is being driven by or is for the purpose of being driven in the charge of one of those persons
- b this Endorsement shall not apply in respect of loss of or damage to the Motor Vehicle caused by fire lightning explosion theft or attempted theft

Endorsement 2 – Exclusion of Damage Cover for Unnamed Drivers Under 25

The Insurers shall be under no liability under Section 1 - Loss or damage to the Motor Vehicle - while the Motor Vehicle is being driven by or is for the purpose of being driven in the charge of any person under 25 years of age other than person(s) specified in the Schedule except for loss or damage caused by fire lightning explosion theft or attempted theft

Endorsement 3 – Vehicle not Garaged Overnight

The Insurers shall not be liable under Section 1 - Loss or Damage to the Motor Vehicle - for loss or damage to the Motor Vehicle not garaged overnight caused by

- a malicious act
- b theft or any attempted theft or the Motor Vehicle being taken away without the consent of the Policyholder
- c frost

Endorsement 4 – Third Party Working Risk

Except as required by road traffic legislation the Insurers shall not be liable under Section 2 - Liability to Third Parties - in respect of liability arising out of

- a subsidence flooding or water pollution
- b vibration or the removal or weakening of support of any property land or building
- c the explosion of any vessel under pressure being part of plant attached to or forming part of the Motor Vehicles
- d damage to pipes or cables

while the Motor Vehicle or attached plant is being operated as a tool

Endorsement 5 – Excluding Third Party Working Risk

Except as is required by road traffic legislation the Insurers shall not be liable under Section 2 - Liability to Third Parties - in respect of liability arising out of the operation as a tool of the Motor Vehicle or attached plant

Endorsement 6 – Indemnity to Hirer - including negligence of Hirer

Notwithstanding any restriction contained in paragraph c of Sub-Section 2 of Section 2 - Liability to Third Parties - the Insurers will indemnify the Hirer of the Motor Vehicle in respect of any loss damage or liability covered by this Policy arising while such vehicle is let on hire other than under a hire purchase agreement provided that he is not entitled to indemnity under any other policy

Endorsement 7 – Cancelling No Claim Discount

The No Claim Discount Clause in Section 4 - Other Clauses - of this Policy is cancelled

Endorsement 8 – Foreign Use Extension

Subject to the payment of any additional premium required by the Insurers the insurance provided by this Policy is extended as specified in a Foreign Use Extension (meaning an endorsement and/or Green Card International Motor Insurance Card) issued by the Insurers for the period stated and to include recognised sea passages between any of the countries specified by the Insurers

The Insurers will indemnify the Policyholder against liability incurred for the enforced payments of customs duty on the Motor Vehicle following its temporary importation into any specified country provided such liability directly results from loss or damage for which indemnity is provided under the Policy

Customer Service

At Insurance Corporation we have a real commitment to customer care. We have built a reputation as an Insurer that puts our customers first. You can help us to maintain this position by letting us know if you consider that our service has been unsatisfactory. We aim to give our customers a high standard of service at all times.

Complaints Procedure

Step 1

If you are unhappy with our service for any reason, you should write initially to the Service Manager of Insurance Corporation at the address shown on your Policy Schedule who will ensure that the matter receives attention.

Step 2

If matters are not resolved to your satisfaction, you are invited to write to:

Post: The Managing Director,
Insurance Corporation of the Channel Islands Ltd,
P O Box 160, Dixcart House,
Sir William Place,
Guernsey,
GY1 4EY.
Email: complaints@insurancecorporation.com

Step 3

If you are not satisfied with our final response to your complaint, you may be eligible to refer your case to one of the Financial Ombudsmen shown below:

1 Channel Islands

Post: Channel Islands Financial Ombudsman (CIFO),
P O Box 114,
Jersey JE4 9QG.
Telephone Guernsey: 01481 722218
Jersey: 01534 748610
Email: enquiries@ci-fo.org

2 United Kingdom

or in respect of Compulsory UK insurance you may be eligible to refer your case to the UK Financial Ombudsman,

Post: Financial Ombudsman Service,
Exchange Tower,
Harbour Exchange Square,
London E14 9SR.
Telephone: 0800 0234567 (for landline users)
0300 1239123 (for mobile users)
Email: complaint.info@financial-ombudsman.org.uk
Website: www.financial-ombudsman.org.uk

3 Isle of Man

Or in respect of respect of the Isle of Man you may be eligible to refer your case to

Post: The Financial Services Ombudsman Scheme,
Isle of Man Office of Fair Trading,
The Slieau Whallian,
Foxdale Road, St John's,
Isle of Man, IM4 3AS, British Isles.
Telephone: 44 (0)1624 686500
Email: ombudsman@iomoft.gov.im

You have six months from the date of our final response to refer your complaints to the Financial Ombudsman Service. This does not affect your right to take legal action; however, the Financial Ombudsman Service will not adjudicate on any case where litigation has commenced.

Privacy Notice

Your privacy is important to us and we are committed to keeping it protected. We have created this Customer Privacy Notice which will explain how we use the information we collect about you and how you can exercise your data protection rights. This Privacy Notice will help you understand the following:

Who are we?

We are Insurance Corporation of the Channel Islands Limited, a member of the RSA Group of companies. We provide commercial and consumer insurance products and services.

Why do we collect and use your personal information?

As an insurer, we need your personal information to understand the level of insurance cover you require. We'll use this information (e.g. your name, address, telephone number and email address) to communicate with you and if you have agreed. We need to use your information to create a quote for you, allowing you to buy insurance products from us. When buying a product from us, you'll also need to provide us with details about the items you wish to be covered by the insurance. We may need to check your information with external companies/organisations (e.g. the DVLA, the Motor Insurance Database, credit reference agencies and criminal conviction checks.) When buying certain products, sometimes we will ask for special categories of personal data (e.g. driving offences for motor insurance, medical records in case of injury). Once you become a customer, we'll need to take your payment details to set up your cover. This could be direct debit, credit or debit card information.

If you need to claim against your insurance policy, we will need to collect information about the incident and this may be shared with other selected companies to help process the claim. If other people are involved in the incident, we may also need to collect additional information about them which can include special categories of personal data (e.g. injury and health data). In submitting an application, we may be provided with equivalent or substantially similar information relating to other proposed beneficiaries under the policy. You agree that you will bring this Privacy Notice to the attention of each beneficiary at the earliest possible opportunity. Data protection laws require us to meet certain conditions before we are allowed to use your personal information in the manner described in this Privacy Notice. To use your personal information, we will rely on one or more of the following grounds:

Performance of contract: We need to use your personal information in order to provide you with the policy (which is a contract of insurance between you and us), and perform our obligations under it (such as making payments to you in respect of a claim made under the policy).

Consent: In certain circumstances, we may need your consent unless authorised by law in order to use personal information about you which is classed as "special categories of personal data".

Necessity to establish, exercise or defend legal claim: If you, or we, bring a legal claim (e.g. a court action) against the other, we may use your information in either establishing our position, or defending ourselves in relation to that legal claim.

Compliance with a legal obligation: Where laws or regulations may require us to use your personal information in certain ways.

Legitimate Interests: We will also process your personal information where this processing is in our "legitimate interests". When relying on this condition, we are required to carry out a balancing test of our interests in using your personal information (for example, carrying out analytical research), against the interests you have as a citizen and the rights you have under data protection laws. The outcome of this balancing test will determine whether we can use your personal information in the ways described in this Privacy Notice. We will always act reasonably and give full and proper consideration to your interests in carrying out this balancing test.

Where else do we collect information about you?

We will receive details about you from other people or companies. For example:

Given to us by someone who applied for an insurance product on your behalf (e.g. an insurance broker) where you have given them the permission to do so; or

Lawfully collected from other sources (e.g. Motor Insurance Database, Claims and Underwriting Exchange or fraud prevention databases) to validate the information you have provided to us.

We request those third parties to comply with data protection laws and to be transparent about any such disclosures. If you would like some further information, please contact us.

Will we share your personal information with anyone else?

We do not disclose your information outside of the RSA Group except:

Where we need to check the information provided to us before we can offer you an insurance product (e.g. reference agencies);

Where we are required or permitted to do so by law or relevant regulatory authority (e.g. financial crime screening, fraud detection/prevention);

Where we provide insurance services in partnership with other companies;

In the event that we are bought or we sell any business or assets, in which case we will disclose your personal information to the prospective buyer of such business or assets;

As required to enforce or apply this Privacy Notice, or the contract of insurance itself;

Within our group for administrative purposes;

As required in order to give effect to contractual arrangements we have in place with any insurance broker and/or intermediary through which you have arranged this policy;

With healthcare providers in the context of any relevant claim being made against your policy;

If we appoint a third party to process and settle claims under the policy on our behalf, in which case we will make your personal information available to them for the purposes of processing and settling such claims

With our third party service providers (including hosting/storage providers, research agencies, technology suppliers etc.);

With our reinsurers (and brokers of reinsurers) in connection with the normal operation of our business;

Sometimes your personal information may be sent to other parties outside of the European Economic Area (EEA) in connection with the purposes set out above. We will take all reasonable steps to ensure that your personal information is treated securely and in accordance with this Privacy Notice, and in doing so may rely on certain "transfer mechanisms" such as the EU-US Privacy Shield, and the standard contractual clauses approved by the European Commission. If you would like further information please contact us.

Which decisions made about you will be automated?

Before we can offer you an insurance product or service, we may need to conduct the following activities, which involve automated (computer based) decision-making:

Pricing and Underwriting – this process calculates the insurance risks based on the information that you have supplied. This will be used to calculate the premium you will have to pay.

Credit Referencing – using the information given, calculations are performed to evaluate your credit rating. This rating will help us to evaluate your ability to pay for the quoted products and services.

The results of these automated decision-making processes may limit the products and services we can offer you. If you do not agree with the result, you have the right to request that we perform a manual reassessment using the same information that you originally provided.

For how long will we keep your information?

Your personal information will be retained under one or more of the following criteria:

Where the personal information is used to provide you with the correct insurance cover, which will be kept as long as it is required to fulfil the conditions of the insurance contract.

Where the use of your personal information for a specific purpose is based on your consent, it will be kept for as long as we continue to have your consent.

Where, for a limited period of time, we are using some of your information to improve the products or services we provide.

For as long as your information is required to allow us to conduct fraud and/or criminal checks and investigations.

Your information is incorrect what should you do?

If you hold a product or service with us and think that the information we hold about you is incorrect or incomplete, please contact us and we will be happy to update it for you.

What are your rights over the information that is held by Insurance Corporation

We understand that your personal information is important to you, therefore you may request the following from us to:

1. Provide you with details about the personal information we hold about you, as well as a copy of the information itself in a commonly used format. [Request Ref: DSR 1]
2. Request your personal information be deleted where you believe it is no longer required. Please note however, we may not be able to comply with this request in full where, for example, you are still insured with us and the information is required to fulfil the conditions of the insurance contract. [Request Ref: DSR 2]
3. Request the electronic version of the personal information you have supplied to us, so it can be provided to another company. We would provide the information in a commonly used electronic format. [Request Ref: DSR 3]
4. Request to restrict the use of your information by us, under the following circumstances [Request Ref: DSR 4]:
 - a. If you believe that the information we hold about you is inaccurate, or;
 - b. If you believe that our processing activities are unlawful and you do not want your information to be deleted.
 - c. Where we no longer need to use your information for the purposes set out in this Privacy Notice, but it is required for the establishment, exercise or defence of a legal claim.
 - d. Where you have made an objection to us (in accordance with section 5 below), pending the outcome of any assessment we make regarding your objection.

5 Object to the processing of your data under the following circumstances [Request Ref: DSR 5]:

- a. Where we believe it is in the public interest to use your information in a particular way, but you disagree.
 - b. Where we have told you we are using your data for our legitimate business interests and you believe we shouldn't be (e.g. you were in the background of a promotional video but you did not agree to be in it.)
- In each case under section 5 above, we will stop using your information unless we can reasonably demonstrate legitimate grounds for continuing to use it in the manner you are objecting to.

If you would like to request any of the above, please contact us and submit a written request, including the request reference (e.g. DSR 1), as this will speed up your request. To ensure that we do not disclose your personal information to someone who is not entitled to it, when you are making the request we may ask you to provide us with:

- Your name;
- Address(es);
- Date of birth;
- Any policy IDs or reference numbers that you have along with a copy of your photo identification.

All requests are free of charge, although for requests for the provision of personal information we hold about you (DSR1) we reserve the right to charge a reasonable administrative fee where, we believe an excessive number of requests are being made. Wherever possible, we will respond within one month from receipt of the request, but if we don't, we will notify you of anticipated timelines ahead of the one month deadline.

Please note that simply submitting a request doesn't necessarily mean we will be able to fulfil it in full on every occasion – we are sometimes bound by law which can prevent us fulfilling some requests in their entirety, but when this is the case we will explain this to you in our response.

Our Privacy Notice

If you have any queries regarding our Privacy Notice please contact us and we will be happy to discuss any query with you. Our Privacy Notice will be updated from time to time so please check it each time you submit personal information to us or renew your insurance policy.

How you can contact us about this Privacy Notice?

If you have any questions or comments about this Privacy Notice please contact:
The Data Protection Officer
Insurance Corporation
P.O. Box 160
Dixcart House
Sir William Place
St. Peter Port
Guernsey, GY1 4EY

How you can lodge a complaint?

If you wish to raise a complaint on how we have handled your personal information, please send an email to complaints@insurancecorporation.com or write to us using the address provided. Our Data Protection Officer will investigate your complaint and will give you additional information about how it will be handled. We aim to respond in a reasonable time, normally 30 days.

If you are not satisfied with our response or believe we are not processing your personal information in compliance with Guernsey Data Protection laws, you may lodge a complaint to the office of the Data Protection Commissioner, whose contact details are:
Data Protection Office
Guernsey Information Centre
North Esplanade
St Peter Port
Guernsey
GY1 2LQ

Compulsory Insurance (Employers' Liability) in Great Britain and Northern Ireland

The following only applies in respect of any insurance under this policy, required to meet legislation enacted in Great Britain and Northern Ireland.

Employers Liability Tracing Office

Certain information relating to your insurance policy including, without limitation, the policy number(s), employers' names and addresses (including subsidiaries and any relevant changes of name), coverage dates, employer's reference numbers provided by Her Majesty's Revenue and Customs and Companies House Reference Numbers (if relevant), will be provided to the Employers' Liability Tracing Office (the 'ELTO') and added to an electronic database (the 'Database').

This information will be made available in a specified and readily accessible form as required by the Employers' Liability Insurance: Disclosure By Insurers Instrument 2010. This information will be subject to regular periodic updating and certification and will be audited on an annual basis

The Database will assist individual consumer claimants who have suffered an employment related injury or disease arising out of their course of employment in the UK for employers.

Financial Services Compensation Scheme- UK only

Royal and Sun Alliance Insurance PLC is a member of the Financial Services Compensation Scheme (FSCS). This provides compensation in case any member goes out of business or into liquidation and is unable to meet any valid claims against its policies. You may be entitled to compensation if we cannot meet our obligations, depending of the circumstances of the claim. Further information about the compensation scheme can be obtained from the FSCS.



www.insurancecorporation.com

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