

Your Policy Wording





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## Your Policy Wording

**Authorisation & Regulation** 

#### **Great Lakes Insurance UK Limited**

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

#### **Fish Administration Ltd**

(acting in an underwriting capacity on behalf of Great Lakes Insurance UK Limited under Agreement No. REUKG2100581)

Registered in England and Wales. Registration No. 4214119

Registered Office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW

Fish Administration Ltd is part of PIB Group. Financial Services Compensation Scheme (FSCS) Great Lakes Insurance UK Limited is covered by the FSCS.

You may be entitled to compensation from the scheme in the unlikely event they cannot meet its obligations. Further information about the compensation scheme arrangements is available from the FSCS www.fscs.org.uk.

#### Important Information

Please take time to read your policy documents in full to make sure you understand the cover provided.

In return for the payment of Your premium We will provide the insurance cover detailed in Your Policy schedule and this Policy document, subject to the terms and conditions, and exclusions shown in this document for all claims occurring during the period of insurance.

Your Policy is valid for the period of insurance as shown on Your policy schedule.

Please refer to the policy documents provided to You when the policy was purchased or amended, for details of the type and level of cover Your Policy provides.

#### Information you have provided

You must take reasonable care to provide accurate and complete answers to all the questions You are asked when You take out, make changes to, or renew this policy.



You must notify Your Administrator as soon as possible if any of the information in Your policy documents is incorrect or if You wish to make a change to Your policy.

If You do not provide accurate and complete answers to the questions You are asked, or You fail to notify Your Administrator of any incorrect information or changes You wish to make, Your policy may not operate in the event of a claim, We may charge You an additional premium, We may not pay any claim in full or Your policy could be invalid.

#### Changes that may affect your cover

You must tell Us as soon as possible about any changes to the information You provided when You purchased or renewed this policy, for example:

- You change your address.
- You change your lift and/or hoist.

This is not an exhaustive list and any changes You tell **Us** about may affect **Your** cover or result in a change to Your premium. If You are unsure whether a change may affect **Your** cover, please contact Fish Insurance.

#### Who is eligible to purchase this Policy?

Any person permanently resident in the United Kingdom (England, Wales, Scotland, Northern Ireland) and the Isle of Man.

#### Cancellation

You have the right to cancel this policy within 14 days of the date You purchased the policy or when You received the policy documents, if this is later. You do not need to provide a reason for cancellation, and We will provide a full refund of any premium paid, unless You have made a claim or there has been an incident likely to result in a claim.

If You decide to cancel after the 14-day cooling-off period, **We** will charge **You** for the cover **You** have had up to the cancellation date. No money will be refunded if You have made a claim before the date You ask Us to cancel. Also, We will not issue any refund where the amount is £10.00 or less. Please refer to the Fish Terms of Business for details of the cancellation administration fee.

#### Cancellation by us

We may at any time cancel this insurance policy by giving 14 days' notice in writing, where there is a valid reason for doing so. A cancellation letter will be sent to You at Your last known address. Valid reasons may include but are not limited to:

- a) non-payment of premium
- threatening and abusive behaviour.

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- c) failure to provide documents.
- d) non-compliance with policy terms and conditions.
- e) a change in **Your** circumstances means that **We** can no longer provide cover.
- f) where **We** identify **Your** involvement in, or association with, insurance fraud or financial crime.
- g) where You have misrepresented or provided false information to the questions asked You when purchased, renewed or amended Your Policy.

If **We** cancel **Your** policy, **We** will provide a refund of **Your** premiums less a charge for the cover already provided, unless the reason for cancellation relates to fraud.

#### Renewal of your policy

**We** reserve the right not to invite the renewal of **Your** policy. In this event we will notify **You** in writing to let **You** know.

#### How to make a claim

If **You** need to make a claim, please let **Us** know as soon as possible by contacting **Us** in one of the following ways:

Fish Insurance Southgate House, Southgate St, Gloucester GL1 1UB

Telephone: 0333 331 3840

Email: claims@fishinsurance.co.uk

In all correspondence please state the unique policy number from **Your** schedule. This will help **Us** to confirm **Your** policy details and deal with **Your** claim as quickly as possible.

If an incident occurs, **You** should take any immediate action **You** think is necessary to protect **Yourself** and/or **Your** belongings from further damage.

#### Jurisdiction and law

Any dispute arising out of or in connection with this **Policy** shall be subject to and construed solely in accordance with the laws of England and Wales. **You** and **We** agree that all disputes arising out of or in connection with the **Policy** shall be subject to the jurisdictions of the courts of England and Wales or as otherwise agreed in accordance with the Arbitration and EU Disclosure Clauses.



#### **Privacy Notice**

The privacy and security of **Your** personal information is very important to **Us**. Please see **Our** Privacy Notice at the end of this **Policy**.

#### **Complaints Procedure**

We always aim to get things right first time and We are committed to ensuring that We achieve the highest level of service for Our customers. If You feel this hasn't happened, We would like to hear about it so that We have an opportunity to put things right for You and to improve Our service in the future. Your complaint will be reviewed promptly and fairly by an independent party to the complaint itself.

#### Where to start

If **You** wish to raise a complaint **You** can contact **Us** by telephone, email or in writing using the details shown below, depending on the type of complaint.

To help **Us** investigate and resolve **Your** complaint, please provide the following:

- Your policy number
- Details of Your complaint
- Your contact details and Your preferred method of contact – these will help Us should We need to discuss Your complaint or require further information

# For complaints regarding the sale or service of Your Policy

Please contact:

Fish Insurance Southgate House Southgate Street Gloucester GL1 1UB

Email: info@fishinsurance.co.uk Telephone: 0333 331 3900

#### What happens next?

We will promptly acknowledge Your complaint and We will try to resolve Your complaint immediately. If this is not possible, We will write to You within 5 days informing You whether further investigation is necessary.

In the event that **Your** complaint has not been resolved within 4 weeks of its receipt, **We** will contact **You** again and provide an update; the reasons why and the further action **We** will take.

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If following **Our** investigation and response to **You**, **You** are not satisfied with the outcome or **We** do not complete **Our** investigation within 8 weeks, **You** can refer **Your** complaint to the Financial Ombudsman Services (FOS).

If **You** receive a final response letter from **Us** and **You** are dissatisfied with the outcome and **You** want to contact the Financial Ombudsman Services (FOS) **You** must do so within 6 months of the date of **Our** final response letter. Their contact details are shown below.

#### For complaints regarding a claim:

Please contact:

Fish Insurance Southgate House Southgate Street Gloucester GL1 1UB

Email: claims@fishinsurance.co.uk Telephone: 0333 331 3840

#### What happens next?

If **Your** complaint cannot be resolved satisfactorily by close of business on the third working day following receipt, **Your** complaint will be referred to the Complaints Manager for Ergo UK Specialty Ltd, who will send **You** an acknowledgement letter.

If **You** don't receive an acknowledgement letter, or at any time if **You** wish to do so, **You** may contact the Complaints Manager yourself by using any of the contact details below:

Complaints Manager Ergo UK Specialty Ltd 10 Fenchurch Avenue, London, EC3M 5BN.

Email: complaints@ergo-commercial.co.uk

The Complaints Manager will investigate **Your** complaint and will provide **You** with a written response within eight weeks of **Your** initial complaint. This will either be a final response or a letter informing **You** that **We** need more time for **Our** investigation.

If **We** have not resolved **Your** complaint at the end of eight weeks, or if after receiving **Our** final response **You** remain dissatisfied, **You** may be able to refer **Your** complaint to the Financial Ombudsman Service (contact details below). **You** will have six



months from the date of the final response to make this referral.

**Your** rights as a customer to take legal action are not affected by the existence or use of the complaints procedure mentioned above. However, the Financial Ombudsman Service may not adjudicate on a case where court proceedings are actively in progress.

## Financial Ombudsman Service (FOS)

Financial Ombudsman Service Exchange Tower Harbour Exchange Square London F14 9SR

Telephone: 0800 023 4567 or 0300 123 9123 www.financial-ombudsman.org.uk.

#### **Definitions**

The following words or expressions detailed below have the following meaning wherever they appear in bold type.

**Administrator:** Fish Insurance, Southgate House, Southgate St, Gloucester GL1 1UB..

**Breakdown:** Sudden and unforeseen electrical or mechanical failure.

**Consequential Loss:** Any other costs that are directly or indirectly caused by the event which led to **Your** claim unless specifically stated in this **Policy**.

**Endorsements:** These are changes to the terms, conditions and exclusions of the **Policy** and where applicable are noted on the schedule and detailed on the attaching documents.

**Geographical Limits:** England, Scotland, Wales, Northern Ireland and the Isle of Man.

Insured Event: Breakdown of an Insured Item(s).

**Insured Item(s):** Those Item(s) listed in the schedule for which the insured has paid the premium.

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**Market Value:** The cost of the **Insured Item** will be calculated using the following table:

Up to 2 years old	Original purchase price
Up to 3 years old	80% of original purchase price
Up to 4 years old	70% of original purchase price
Up to 5 years old	60% of original purchase price
Up to 6 years old	50% of original purchase price
Up to 10 years old	40% of original purchase price

No cover for Insured Items over 10 years old

**Period of Insurance:** The length of time **Your** Policy lasts as shown on **Your Policy** schedule. In any event, all cover will cease upon payment of a claim for a **Total Loss.** 

**Policy:** Incorporating the Schedule shows details of the **Insured Item(s)**, cover provided and the **Period of Insurance.** 

**Total Loss:** Total Loss of the **Insured Item(s)** by an **Insured Event** including circumstances where the **Insured Item(s)** is (are) deemed to be beyond economical repair.

**User:** Any person using the **Insured Item(s)** with **Your** express permission and in accordance with all applicable legislation.

We, Our, Us, Insurer: Great Lakes Insurance UK Limited.

**You/Your:** the person shown on the **Schedule** as the policyholder.

#### What is Covered?

If there is a **Breakdown** of the **Insured Item(s)** within the **Period of Insurance**, the **Insurer** shall, at their option, repair or replace the faulty materials or pay cash in lieu. the **Insurer** will pay reasonable labour and transport charges in respect of any valid claim.

#### **Specific Exclusions**

The Insurer shall not be liable in respect of: -

- (a) **Where** the manufacturer's warranty has expired, there is no cover for the first 45 days from inception date of the **Policy**
- (b) The cost of servicing and maintenance including adjustments, lubrications or modification arising there from
- (c) The cost of replacing or repairing consumable items, e.g. batteries, light bulbs, fuses etc.
- (d) Loss or damage to any framework, bodywork, or tracking.
- (e) Accidental Damage of any kind
- (f) The cost of: -



- i Materials and labour charges for which the manufacturer, supplier or any other person may be held responsible under the terms of any express guarantee or warranty.
- ii Repair or replacement parts necessitated by manufacturer's defects that involve recall, replacement or repair by the manufacturer.
- iii Any losses resulting from the manufacturer's failure to comply with the requirements of CE marking and regulatory controls.
- iv Losses resulting from the manufacturer's failure to publish and supply information about weight loading or other technical data affecting the use of the **Insured Item(s).**
- Lift batteries (unless damage due to electrical or mechanical failure).
- vi "Call and send" device batteries.
- vii Call outs due to curtailment of electrical supply for any reason.
- viii Foreign bodies caught in the lift.
- ix Lift hygiene.
- x This **Policy** does not cover any aspect of specific building works (including plumbing, electrical, gas or other heating equipment) or work carried out to facilitate the installation of the product.
- xi Repetitive claims more than one repair to (or replacement of) any one part of the Insured Item(s)
- (g) Any increase in cost above the manufacturer's last published list price of replacing parts destroyed or damaged and no longer available, or due to repairs being delayed.
- (h) Any increase in costs necessary to fit nonidentical replacement parts.
- (i) Loss of use of the **Insured Item(s)**, or **Consequential Loss** of any nature.
- (j) Repairs carried out by anyone other than Authorised Repairer appointed by the **Insurer**.
- (k) **Breakdown** where the fault was evident during the manufacturer's warranty period or before commencement of this **Policy**.
- (l) Any costs incurred where no faults are found on the equipment.

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## **General Exclusions**

#### **Definitions**

The below definitions relate to the exclusions identified in this Section. Please refer to the Standard Policy Definitions for a more exhaustive list of definitions.

#### **Computer System**

Any computer, hardware, software, communications system, electronic device (including, but not limited to, smart phone, laptop, tablet, wearable device), server, cloud or microcontroller including any similar system or any configuration of the aforementioned and including any associated input, output, **Data** storage device, networking equipment or back up facility, owned or operated by the Insured or any other party.

#### Cyber Act

An unauthorised, malicious, or criminal act or series of related unauthorised, malicious, or criminal acts, regardless of time and place, or the threat or hoax thereof involving access to, processing of, use of or operation of any **Computer System** 

#### **Cyber Incident**

The words **Cyber Incident** shall mean:

- a) any error or omission or series of related errors or omissions involving access to, processing of, use of or operation of any Computer System; or
- any partial or total unavailability or failure or series of related partial or total unavailability or failures to access, process, use or operate any Computer System.

#### **Cyber Loss**

Any loss, **Damage**, liability, claim, cost, or expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any **Cyber Act** or **Cyber Incident** including, but not limited to, any action taken in controlling, preventing, suppressing, or remediating any **Cyber Act** or **Cyber Incident**.

#### Damage / Damaged

Accidental physical loss, damage, or destruction

#### Data

Information, facts, concepts, code, or any other information of any kind that is recorded or transmitted in a form to be used, accessed, processed, transmitted, or stored by a **Computer System**.

#### **Data Processing Media**

Any property insured by this **Policy** on which **Data** can be stored but not the **Data** itself.



#### **Pollution**

- a) Pollution or contamination by naturally occurring or man- made substances, forces, and organisms, including, but not limited to:
  - i. any actual, threatened, feared, or perceived use of any biological, chemical, radioactive or nuclear agent, material, or device, whether or not related in any way to any act of **Terrorism**, and
  - ii. the deposit of or impairment by dust or soot, chemical precipitation, adulteration or impurification, or any combination of them whether permanent or transitory;
- all loss, **Damage** or **Injury** directly or indirectly caused by pollution or contamination as stated in a) above.

#### **Terrorism**

Act of terrorism means an act, including but not limited to the use of force or violence and/or the threat of an act of terrorism, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or government(s), committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public, or any section of the public, in fear.

#### **Exclusions**

#### Asbestos

We will not indemnify You against any Damage or Your legal liability in respect of any loss, cost or expense directly or indirectly arising out of, resulting from or in respect of which a link has been or is established to the manufacture, mining, processing, distribution, testing, remediation, removal, storage, disposal, sale, use or exposure to asbestos or materials or products containing asbestos whether or not there is another cause of loss which may have contributed concurrently or been operative in the sequence of events resulting in a loss.

#### **Computer Systems**

We will not Indemnify You against Your legal liability arising out of failure of any Computer System, whether or not Your property, to be date or time compliant including failure of any correction, attempted correction, conversion, renovation, rewriting or replacement of any Computer System relating to date or time compliance.

#### **Cyber and Data**

 Notwithstanding any provision to the contrary within this **Policy** or any endorsement thereto, this **Policy** excludes any:

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- Cyber Loss, unless subject to the provisions of paragraph 2
- ii. loss, Damage, liability, claim, cost, expense of whatsoever nature directly or indirectly caused by, contributed to by, resulting from, arising out of or in connection with any loss of use, reduction in functionality, repair, replacement, restoration or reproduction of any Data, including any amount pertaining to the value of such Data, unless subject to the provisions of paragraph 3 regardless of any other cause or event contributing concurrently or in any other sequence thereto
- 2. Subject to all the terms, conditions, limitations and exclusions of this Policy or any endorsement thereto, this Policy covers physical loss or physical Damage to property insured under this Policy caused by any ensuing fire or explosion which directly results from a Cyber Incident, unless that Cyber Incident is caused by, contributed to by, resulting from, arising out of or in connection with a Cyber Act including, but not limited to, any action taken in controlling, preventing, suppressing or remediating any Cyber Act.
- 3. Subject to all the terms, conditions, limitations and exclusions of this Policy or any endorsement thereto, should Data Processing Media owned or operated by You suffer physical loss or physical Damage insured by this Policy, then this Policy will cover the cost to repair or replace the Data Processing Medium itself plus the costs of copying the Data from back-up or from originals of a previous generation. These costs will not include research and engineering nor any costs of recreating, gathering, or assembling the Data. If such media is not repaired, replaced, or restored the basis of valuation shall be the cost of the blank Data Processing Media. However, this Policy excludes any amount pertaining to the value of such Data, to You or any other party, even if such Data cannot be recreated, gathered, or assembled.
- 4. In the event any portion of this exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect.
- This exclusion supersedes and, if in conflict with any other wording in the Policy or any endorsement thereto having a bearing on Cyber Loss, Data or Data Processing Media, replaces that wording.

#### Disease

We will not indemnify You against any Damage or Your legal liability in respect of any loss, cost or expense caused directly or indirectly by any one or more of the following, whether or not acting in any sequence with any other cause:

Disease, epidemic or pandemic, (including in all cases any contagious disease that affects animals) or any limitation or prevention of the use of objects because of hazards or potential hazards to human or animal health.

#### Micro-Organism

We will not indemnify You against any loss Damage claim cost expenses or other sum directly or indirectly arising out of or relating to mould, mildew, fungus, spores or other micro- organism of any type, nature or description including but not limited to any substance whose presence poses an actual or potential threat to human health.

This exclusion applies regardless whether there is:

- a) any physical loss or **Damage** to insured property;
- b) any peril or cause whether or not contributing concurrently or in any sequence;
- any loss of use occupancy or functionality;
- d) any action required including but not limited to repair, replacement, removal, clean-up, abatement, disposal, relocation, or steps taken to address medical or legal concerns or to comply with the advice or orders of any competent public or governmental authority or body.

This exclusion replaces and supersedes any provision in this **Policy** that provides insurance, in whole or in part, for these matters.

#### **Pollution**

**We** will not indemnify **You** against loss, **Damage** or expense directly or indirectly caused by or contributed by or arising from **Pollution**.

#### Radioactivity

**We** will not indemnify **You** against loss, **Damage**, expense or **Your** legal liability directly or indirectly caused by or contributed by or arising from:

 a) ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel;

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- the radioactive, toxic, explosive or other hazardous or contaminating properties of any nuclear installation, reactor or other nuclear assembly or nuclear component thereof;
- any weapon of war employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter;
- d) the radioactive, toxic, explosive, or other hazardous or contaminating properties of any radioactive matter. The exclusion in this subclause does not extend to radioactive isotopes, other than nuclear fuel, when such isotopes are being prepared, carried, stored, or used for commercial, agricultural, medical, scientific or other similar peaceful purposes;
- e) any chemical, biological, bio-chemical, or electromagnetic weapon.

#### **Terrorism**

We will not indemnify You against loss, Damage, cost, or expense or Your legal liability directly or indirectly caused by or arising out of Terrorism or any loss, Damage, costs or expenses directly or indirectly caused by or arising out of any action taken in controlling, preventing, suppressing or in any way relating to any act of Terrorism regardless of any other cause or event contributing concurrently or in any other sequence of the loss.

If **We** allege that by reason of this exclusion, any loss, **Damage**, cost or expense or liability is not covered by this **Policy**, the burden of proving the contrary shall be upon **You**. In the event any portion of this Exclusion is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

#### War

We will not indemnify You against any Damage or Your legal liability in respect of any loss, cost or expense directly or indirectly caused by, happening through or following war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power or confiscation or nationalisation or requisition or destruction of or Damage to property by or under the order of any government or public or local authority.

# Other exclusions applying to Your Policy

We shall not be liable in respect of:-

(a) Loss or damage occurring whilst the Insured Item(s) is in the possession or control of airport authorities, airlines, baggage handlers or whilst on aircraft.



- (b) Loss of or damage to property more specifically insured.
- (c) Damage to trailing leads and cables.
- (d) Loss or damage caused by or arising from: -
  - wear, tear, rot, mildew, fungus, woodworm, insects, vermin, chewing, scratching, tearing and fouling, atmospheric, climatic or weather conditions (unless specifically included) or gradual deterioration, spillage, cigarette burns or scorching.
  - ii. Any process of cleaning, dyeing, repairing, restoring or renovation.
- (e) Loss or damage: -
  - Caused by misuse wilful act or neglect by You or the User and/or any members of Your family or the User's family.
  - Resulting from incorrect or inappropriate use of the Insured Item or costs incurred in rectification.
  - iii. Arising from the use of accessories that have not been approved by the manufacturer.
- (f) Any loss or damage which occurred prior to the commencement of this insurance.
- (g) You being under the influence of drugs, solvents or alcohol, or the injection or ingestion of any substance except those prescribed by a registered medical doctor.
- (h) Suicide, attempted suicide or deliberate injury to **You** or putting **Yourself** in unnecessary danger (unless trying to save human life).
- Pressure waves from aircraft or other aerial devices travelling at supersonic speeds.

#### **General Conditions**

 Duty of Care: You must take care to prevent losses by ensuring that the Insured Item is well maintained and serviced at least annually. If you fail to have it serviced, the policy will not operate in the event of breakdown. You must take care to comply with all statutory obligations and regulations imposed by any statutory, regulatory, or government authority.

#### 2. Claims:

- a) Upon learning of any circumstances likely to give rise to a claim, the Insured must:
  - Notify the **Administrator** as soon as reasonably possible.
  - ii. Provide without expense to the Administrator, all Certificates, evidence, information or assistance that the Insurer may reasonably require.
- iii. Forward to the Administrator, immediately, every letter, claim, writ or other document received about any loss.
- iv. within 30 days' supply without expense to the **Administrator**, full details of the claim in writing together with any

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supporting evidence that the **Insurer** may require.

- b) The Insurer is entitled to enter any building where loss or damage has occurred and deal with salvage in a reasonable manner. No Item(s) may be abandoned to the Insurer.
- c) The Insurer may at its option, repair, reinstate or replace Item(s), or any part of it, lost or damaged. If the Insurer repairs, reinstates or replaces the Item(s), it will not be bound to do so exactly but only as circumstances permit and in a reasonably sufficient manner and will not expend more than the Market Value on any Insured Item(s). In the event of parts required for repair being unobtainable, the Insurer may offer cash in lieu of the cost of the repairs. The maximum amount the Insurer will be liable to pay is £20,000 or the sum insured if stated on the schedule.
- Other Insurances: If there is any other insurance policy covering the same loss, damage or liability We will not pay more than Our rateable share.
- Observation of Policy Terms: The Liability of the Insurer will be conditional on any person claiming indemnity or benefit observing the terms of the Policy.
- Total Loss: Upon payment of a claim following a Total Loss of the Insured Item(s), all cover under this Policy will cease and there will be no return premium for the remaining Period of Insurance.
- Fraudulent claims: If You or anyone acting for You makes a false or fraudulent claim, which includes but is not limited to;
  - making a statement to us or anyone acting on **Our** behalf, knowing the statement to be false;
  - sending us or anyone acting on Our behalf a document, knowing the document to be forged or false;
  - making a claim for any loss or damage You caused deliberately or
  - Acting dishonestly or exaggerating a claim

#### We:

- (a) are not liable to pay the claim: and
- (b) may recover from **You** any sums paid by **Us** to **You** in respect of the claim; and
- (c) may by notice to **You** treat the contract as having been terminated with effect from the time of the fraudulent act.



If **We** exercise our right under (c) above, **We** shall not be liable to **You** in respect of a relevant event occurring after the time of the fraudulent act. A relevant event is whatever gives rise to **Our** liability under the insurance contract, such as the occurrence of a loss, the making of a claim, or the notification of a potential claim.

We will not return any of the premiums paid.

This information may also be shared with the police and other insurers for fraud prevention purposes.

- Geographical Limits: Cover applies within the Geographical Limits. The Policy extends cover for up to 21 days outside the Geographical Limits during any one Policy year.
- 8. **Language:** The contractual terms and conditions and other information relating to this contract will be in the English language.
- 9. Subrogation: If a third party is believed to be responsible for any claim, We may take over, defend or settle the claim, or take up any claim in Your name for Our own benefit. This is known as exercising Our right of subrogation. You must give Us all the help and information We reasonably require for the purpose of exercising this right. You will take no action or make any agreements that may weaken or remove Our rights under this clause without Our prior written permission. We will pay any costs or expenses involved in exercising Our right of subrogation

#### **Insurer Privacy Notice**

#### **Information We process**

You should understand that information You provide, have provided and may provide in future will be processed by Us, in compliance with UK data privacy laws for the purpose of providing insurance, handling claims and/or responding to complaints.

## Information containing personal and sensitive personal information

Information We process may be defined as personal and/ or sensitive personal information. Personal information is information that can be used to identify a living individual e.g. name, address, driving licence or national insurance number. Personal information is also information that can identify an individual through a work function or their title.

In addition, personal information may contain sensitive personal information; this can be

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information about Your health and/or any criminal convictions.

We will not use personal and/or sensitive personal information except for the specific purpose for which You provide it and to carry out the services as set out within this notice.

#### **Collecting electronic information**

If You contact Us via an electronic method, We may record Your internet electronic identifier i.e. Your internet protocol (IP) address. Your telephone company may also provide Us with Your telephone number.

#### How We use Your information

Your personal and/or sensitive personal information may be used by Us in a number of ways, including to:

- arrange and administer an application for insurance;
- · manage and administer the insurance;
- Investigate, process and manage claims; and/or
- · prevent fraud.

#### Who We share Your information with

We may pass Your personal and/or sensitive personal information to industry related third parties, including authorised agents; service providers; reinsurers; other insurers; legal advisers; loss adjusters and claims handlers.

We may also share Your personal and/or sensitive personal information with law enforcement, fraud detection, credit reference and debt collection agencies and within JRP Insurance Management Ltd and Great Lakes/ Ergo/Munich Re Group of companies to:

- · assess financial and insurance risks;
- recover debt;
- · to prevent and detect crime; and/or
- develop products and services

We will not disclose Your personal and/or sensitive personal information to anyone outside the JRP Insurance Management Ltd and Great Lakes/Ergo/Munich Re Group of companies except:

- · where We have Your permission;
- where We are required or permitted to do so by law;
- to other companies who provide a service to Us or You; and/or



 where We may transfer rights and obligations under the insurance.

#### Why is it necessary to share information?

Insurance companies share claims data to:

- ensure that more than one claim cannot be made for the same personal injury or property damage;
- check that claims information matches what was provided when the insurance was taken out;
- act as a basis for investigating claims when We suspect that fraud is being attempted; and/or
- respond to requests for information from law enforcement agencies.

# The transferring of information outside the European Economic Area

In providing insurance services, We may transfer Your personal and/or sensitive personal information to other countries including countries outside the European Economic Area. If this happens, We will ensure that appropriate measures are taken to safeguard Your personal and/or sensitive personal information.

#### Access to Your information

You have a right to know what personal and/or sensitive personal information We hold about You. If You would like to know what information We hold, please contact the Head of Compliance at the address listed within this notice, stating the reason for Your enquiry. We may write back requesting You to confirm Your identity.

If We do hold information about You We will:

- give You a description of it;
- tell You why We are holding it;
- · tell You who it could be disclosed to; and
- let You have a copy of the information in an intelligible form.

If some of Your information is inaccurate, You can ask Us to correct any mistakes by contacting Our Head of Compliance.

## Your Policy Wording



#### **Providing consent to process Your information**

By providing Us with Your personal and/or sensitive personal information, You consent to Your information being used, processed, disclosed, transferred and retained for the purposes set out within this notice

If You supply Us with personal information and/or sensitive personal information of other people, please ensure that You have fairly and fully obtained their consent for the processing of their information. You should also show this notice to the other people.

You should understand that if You do not consent to the processing of Your information or You withdraw consent, We may be unable to provide You with insurance services.

#### **Changes to this Notice**

We keep Our privacy notice under regular review. This notice was last updated on the 18th April 2018.

#### **Contacting Us**

If You have any questions relating to the processing of Your information, contact:

Head of Compliance, ERGO UK Specialty Ltd, on behalf of Great Lakes Insurance UK Ltd, Munich Re Group Offices, 10 Fenchurch Avenue, London, EC3M 5BN.

Telephone: 020 3003 7444

E-mail:complaints@ergo-commercial.co.uk