

Business Mobile Device Insurance **Basic Cover Policy Wording**



INTRODUCTION

This policy is sold by Square Pound Limited and administered by Burnett & Associates Ltd. It is underwritten by UK General Insurance Limited on behalf of Great Lakes Insurance SE.

Square Pound Limited is registered in England No. 07665065 and is authorised and regulated by the Financial Conduct Authority.

Burnett & Associates Ltd is authorised and regulated by the Financial Conduct Authority. Registered in England No. 1472537. Registered Office: 3000, Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3FQ.

UK General Insurance Limited is authorised and regulated by the Financial Conduct Authority. Firm Reference No. 310101. **You** can check **Our** details on the Financial Services Register <https://register.fca.org.uk/>.

Great Lakes Insurance SE, UK Branch is authorised by Bundesanstalt für Finanzdienstleistungsaufsicht and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of their regulation by the Financial Conduct Authority and Prudential Regulation Authority are available on request.

Please read this Policy Wording in conjunction with **Your Certificate of Insurance** and make sure that **You** understand what is and is not covered. Please be aware that breaching any of the policy conditions may result in **Your** policy being invalidated and accordingly, claims not being paid.

At the time of entering this agreement, **You** warrant that the **Mobile Device** is in good working order and free from any defect. If any details are incorrect, please contact the **Administrator** immediately. Please keep **Your** policy documents in a safe place so **You** can read it again if **You** need to.

THE POLICY

This policy provides **You** with cover against **Accidental Damage, Breakdown, Malicious Damage** to, or **Theft of, Your Mobile Device**.

PERIOD OF COVER

Your Insurance starts at the time of purchase, renewal date or policy start date, whichever is the later, and lasts for a period of twelve months provided **You** pay **Your** premium when it is due. The annual premium **You** pay is confirmed at the time of purchase or renewal.

SCHEME ADMINISTRATION

Your policy is administered by Burnett & Associates Ltd, 3000, Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3FQ, which is authorised and regulated by the Financial Conduct Authority under Firm Reference Number 305511.

THE LAW APPLICABLE TO THIS POLICY

We use certain words and expressions in this policy which have a specific meaning. They have a specific meaning where they appear in bold italics in this policy and the **Certificate of Insurance**. Plural forms of the words defined in this policy have the same meaning when used in the singular form.

DEFINITIONS

The following definitions apply to all Sections. Each time **We** use one of the words, phrases or expressions listed below it will have the same meaning wherever it appears in **Your** policy and will appear in bold with a capital letter.

Accessories	items such as, but not limited to, chargers, carrying cases, headphones and hands-free mounting kits, USB cables but excluding a SIM Card which are used in conjunction with Your Mobile Device .
Accidental Damage	any damage including fire and/or liquid damage, caused to the Mobile Device which was neither deliberately caused by you or any other person.
Administrator	Burnett & Associates Ltd, 3000, Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3FQ. Tel: 0333 999 7901, Email: admin@burnett.co.uk
Authorised User	any registered Employee of yours who has been given Your expressed authorisation to use the Mobile Device .
Breakdown	the breaking or burning out of any part of Your Mobile Device whilst in ordinary use arising from internal electronic, electrical or mechanical defects in Your Mobile Device and which causes a sudden stoppage to Your ability to use Your Mobile Device in the way intended by the manufacturer of the Mobile Device
Certificate of Insurance	the document provided to You following the purchase of this policy by You which includes the details of Your Mobile Device , Your period of cover, limits of liability and Excess payable.
Claims Office	Burnett & Associates Ltd, 3000, Lakeside, North Harbour, Western Road, Portsmouth, Hampshire, PO6 3FQ. Tel: 0333 999 7902, Email: claims@burnett.co.uk Website: www.business-claims.co.uk .
Component	any mechanical, electrical and electronic part, which forms part of the Mobile Device's original specification, insured under this policy.
Computer Virus	a set of corrupting, harmful or otherwise, unauthorised instructions or code including a set of maliciously introduced unauthorised instructions or code, programmatic or otherwise, that propagate themselves through a computer system or network of whatsoever nature. Computer Virus includes but is not limited to 'Trojan Horses', 'worms' and time or logic bombs.
Electronic Data	facts, concepts and information converted to a form useable for communications, interpretation or processing by electronic and electromechanical data processing or electronically controlled equipment and includes programmes, software and other coded instructions for the processing and manipulation of such equipment.
Employee	any person residing in the United Kingdom employed by You for wages or salary.
Excess	the sum stated on the Certificate of Insurance that must be paid by You before We will pay Your claim.
Forced & Violent Entry or Exit	a criminal act that has caused physical damage to property through both the forcible and violent actions of a third party.
Geographical Limits	Great Britain, Northern Ireland, the Isle of Man and the Channel Islands. Worldwide cover is also provided for up to 90 days in total in any 12-month period.

Laptop	a portable computer having a screen that closes over the keyboard like a lid, including hybrid devices with a touch screen excluding Accessories which belongs to You as evidenced by the original Proof of Purchase
Left Unattended	not within Your sight at all times and out of Your arms-length reach, other than when in a locked cupboard.
Malicious Damage	the intentional or deliberate actions of another party which causes damage to Your Mobile Device
Mobile Device	any Mobile Phone, Tablet or Laptop as supplied to You and as stated on the Certificate of Insurance .
Mobile Phone	a handheld portable mobile telephone excluding Accessories which belongs to You as evidenced by the original Proof of Purchase but excluding personalised ring tones or graphics, downloaded material or software.
Proof of Purchase	the original purchase receipt provided at the point of sale that gives details of the Mobile Device purchased, or similar documents that provide proof that You own the Mobile Device .
Proof of Usage	evidence from Your network provider showing Your Mobile Phone has been in use since the policy was purchased and up to the event giving rise to the claim.
Repairer	the full-time business providing Mobile Device repair services authorised by Us .
Tablet	a touch screen device which is not supplied with a physical keyboard excluding Accessories which belongs to You as evidenced by the original Proof of Purchase .
Theft	the dishonest removal of the Mobile Device from Your possession by a third party with the intention of permanently depriving You of it.
VAT	Value Added Tax at the rate set by HMRC.
We/Us/Our/Insurer	UK General Insurance Limited on behalf of Great Lakes Insurance SE.
You/Your	the company or partnership who owns the Mobile Device covered by this policy as stated on the Certificate of Insurance .

WHAT IS COVERED

1. Accidental Damage

We will repair or replace **Your Mobile Device** if it is damaged as the result of **Accidental Damage**, providing the **Mobile Device** is sent to **Us** and subject to the **Geographical Limits**

2. Breakdown

We will repair or replace **Your Mobile Device** if it suffers **Breakdown**, providing the **Mobile Device** is sent to **Us** and subject to the **Geographical Limits**.

3. Malicious Damage

We will repair or replace **Your Mobile Device** if it is damaged through the intentional or deliberate actions of another party. Where only part, or parts, of **Your Mobile Device** have been damaged, **We** will only replace that part of parts.

4. Theft

If **You** suffer **Theft** of **Your Mobile Device** within the **Geographical Limits**, **We** will replace it (in respect of a valid **Theft** claim).

5. Unauthorised Usage

If **Your Mobile Device** suffers **Theft** within the **Geographical Limits**, **We** will refund the cost of unauthorised calls, messages and downloads made from it after the time it was subject to **Theft** up to a maximum of £500 including VAT in respect of a valid claim.

Cover will only apply to unauthorised usage within twenty-four (24) hours of discovery of the **Theft** of **Your Mobile Device**. Itemised bills must be provided to support **Your** claim. This cover will only apply if there is no protection from such losses from **Your** network provider. Total liability under this policy shall not exceed £500 including VAT.

IMPORTANT

Where the **Mobile Device** can be repaired, **We** will also indemnify **You** for any postage or courier costs incurred by sending the **Mobile Device** to the **Repairer** and returning the repaired **Mobile Device** to **You**. Postage receipts should be submitted to the **Claims Office**.

When the **Mobile Device** is replaced, **We** will also indemnify **You** for any postage or courier costs incurred by sending the **Mobile Device** to Us and for sending the replacement **Mobile Device** to **You**. Postage receipts should be submitted to the **Claims Office**.

Please note that this policy only provides **Mobile Phone** cover where **Your Mobile Phone** is fitted with an active functioning SIM. In the event of a claim **You** will be required to produce **Proof of Usage** from **Your** network provider showing the handset has been in use since policy inception and up to the event giving rise to a claim.

LIMIT OF LIABILITY

Our maximum liability for any claim shall not exceed the maximum replacement value of **Your Mobile Device** or the limits of liability shown on **Your Certificate of Insurance**.

GENERAL CONDITIONS

You must comply with the following instructions to have the full protection of **Your** policy.

If **You** do not comply with them, **We** may, at **Our** option, cancel the policy, refuse to deal with **Your** claim, or reduce the amount of the claims payment.

The observance and fulfilment of the conditions of the policy by **You** insofar as they relate to anything to be done or observed by **You** shall be a condition precedent to any liability hereunder.

Please note: **We** do not accept responsibility for faults in workmanship or materials or any additional costs **You** incur above the actual repair or replacement cost of **Your Mobile Device** in respect of repairs paid for by **Us** on **Your** behalf. It is **Your** responsibility to meet any charges in excess of, or rejected as not being, **Our** liability.

1. **You** must take all reasonable steps to prevent **Accidental Damage, Breakdown, Malicious Damage** or **Theft**, including, but not limited to:

- a) Using a protective case which is appropriate for the type of work carried out by **You**;
- b) Keeping **Your Mobile Device** in a proper state of maintenance and repair;
- c) Using **Your Mobile Device** in accordance with manufacturer's published instructions and maintenance recommendations.

If **You** are in any doubt as to whether or not the measures **You** are taking are appropriate, please contact the **Administrator** by telephone or email for further assistance.

2. You must:

- a) Notify any claim to the **Claims Office** either by telephone, email or in writing and submit **Your** completed claim to the **Claims Office** as soon as reasonably possible and in any event within thirty (30) days of the date of **Accidental Damage, Breakdown, Malicious Damage and Theft**;
- b) Provide, at **Your** expense, all details that **We** may require concerning the cause and amount of the **Accidental Damage, Breakdown, Malicious Damage or Theft**.

3. Duty of care

The cause on any warning light, text box or other warning indicator must be rectified as soon as possible following the indication. **Your Mobile Device** must not be operated after any incident if this could cause further damage to **Your Mobile Device**.

4. Fraud

You must not act in a fraudulent manner. If **You**, or anyone acting for **You**:

- a) fails to reveal or hides a fact likely to influence whether **We** accept **Your** proposal, **Your** renewal, or any adjustment to **Your** policy;
- b) fails to reveal or hides a fact likely to influence the cover **We** provide;
- c) makes a statement to **Us** or anyone acting on **Our** behalf, knowing the statement to be false;
- d) sends **Us** or anyone acting on **Our** behalf a document, knowing the document to be forged or false;
- e) makes a claim under the policy, knowing the claim to be false or fraudulent in any way;
- f) makes a claim for any loss or damage **You** caused deliberately or with **Your** knowledge; or
- g) If **Your** claim is in any way dishonest or exaggerated

We will not pay any benefit under this policy or return any premium to **You** and **We** may cancel **Your** policy immediately and backdate the cancellation to the date of the fraudulent claim. **We** may also take legal action against **You** and inform the appropriate authorities.

Evidence to Support Your Claim

You must provide **Us** with any receipts, **Proof of Purchase, Proof of Exchange** and any other documentation that **We** may reasonably request and that is relevant to **Your** claim.

5. Cancellation and the cooling-off period

You may cancel within the first fourteen (14) days of receipt of the policy documentation. Providing there has been no claim or incident likely to give rise to a claim, **We** will refund any premium.

If **You** cancel this policy after fourteen (14) days of receipt of the policy documentation, no premium refund will be given if a claim has been made and no claim is pending, **We** will provide a proportionate return of premium.

Cancellation by Us

We shall not be bound to accept renewal on any insurance and may at any time cancel any insurance document 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) Where **We** reasonably suspect fraud;
- b) Non-payment of premium;
- c) Threatening and abusive behaviour;
- d) Non-compliance with policy terms and conditions.

If **We** cancel the policy and/or any additional covers **You** will receive a refund of any premiums **You** have paid for the cancelled cover, less a proportionate deduction for the time **We** have provided cover.

Where **Our** investigations provide evidence of fraud or misrepresentation, **We** may cancel the policy immediately and backdate the cancellation to the date of the fraud or the date when **You** provided the **Administrator** with incomplete or inaccurate information. This may result in **Your** policy being cancelled from the date **You** originally took it out and **We** will be entitled to keep the premium.

If **Your** policy is cancelled because of fraud or misrepresentation, this may affect **Your** eligibility for insurance with **Us**, as well as other insurers, in the future.

6. Duty of disclosure

You are required by the provisions of the Consumer Insurance (Disclosure and Representations) Act to take care to:

- a) Supply accurate and complete answers to all questions **We** or the **Administrator** may ask as part of **Your** application for cover under the policy;
- b) To make sure that all the information supplied as part of **Your** application for cover is true and correct;
- c) Tell **Us** on any changes to the answers **You** have given as soon as possible.

Failure to provide answers in-line with the equipment of the Act may mean that **Your** policy is invalid and that it does not operate in the event of a claim.

7. VAT

To the extent that **You** are accountable to the Tax Authorities for **VAT**, all terms in this policy of insurance shall be exclusive of such tax. If **You** are **VAT** registered, **We** will be entitled to recover the **VAT** the element from **You** following **Our** payment of a repair or replacement invoice.

8. Salvage

We shall be entitled to take and keep possession on any damaged and replaced **Mobile Device** and to deal with the salvage in a reasonable manner. No **Mobile Device** may be abandoned to **Us**.

9. Subrogation

We, at **Our** own expense, may take such proceedings as **We** think fit in **Your** name to enforce any rights and remedies against or obtain relief or indemnity from other parties to which **We** shall be, or may become, entitled or subrogated under this policy. **You** shall, at **Our** request and **Our** expense, do such acts and things as may be reasonably required by **Us** for that purpose.

10. Other Insurances

If at the time of a valid claim under this policy, there is another insurance policy in force which covers **You** for the same loss, **We** may seek a recovery of some or all **Our** costs from the other insurer. **You** must give us any help or information **We** may need to assist **Us** with **Our** loss recoveries.

11. Arbitration

If **We** accept that there is a claim under this policy but there is disagreement in respect of the amount to be paid, the disagreement will be referred to an arbitrator appointed in accordance with current statutory provisions. The arbitrator must make an award before there is any right of action against **Us**.

12. Specific conditions applying to Theft cover:

- a) The possible or actual **Theft** of **Your Mobile Device** must be reported as soon as reasonably possible and in any event within thirty (30) days of the **Theft** to the **Claims Office**.

If **Your Mobile Device** is subsequently retrieved or returned after **We** have made a payment for that **Mobile Device**, it will become **Our** property.

You must, as soon as reasonably possible of discovering the **Theft**, report the occurrence to the police or other relevant authority and obtain an incident report number or crime reference number.

13. Evidence to Support Your Claim

You must provide **Us** with any receipts, **Proof of Purchase**, Proof of Exchange and any other documentation that **We** may reasonably request and that is relevant to **Your** claim.

WHAT IS NOT COVERED

We shall not be liable for:

1. Any lost or misplaced **Mobile Device**.
2. The policy **Excess** as stated on **Your Certificate of Insurance**.
3. Intentional acts including loss or damage caused by:
 - a) Any intentional act or wilful neglect by **You**
 - b) Intentional overloading of **Your Mobile Device**
 - c) Experiments involving the imposition of any abnormal conditions on **Your Mobile Device**.

4. Guarantees of performance

Penalties for delay or detention or in connection with guarantees of performance or efficiency.

5. Data carrying materials and Accessories

Loss of or damage to data carrying materials or **Accessories** unless described in the **Certificate of Insurance**.

6. Specific exclusions applying to **Accidental Damage** cover **We** shall not be liable in respect of:
 - a) Any claim where **You** cannot provide **Proof of Purchase**;
 - b) **Accidental Damage** to **Your Mobile Device** that is not suitably stored or packed whilst in transit or whilst being carried;
 - c) **Accidental Damage** to **Your Tablet** or **Mobile Phone** not in a protective case;
 - d) **Accidental Damage** to **Your Mobile Device** whilst on hire or loan to any third party other than any **Authorised User** unless agreed in writing, in advance by **Us**;
 - e) Wear and tear, gradual deterioration or rust;
 - f) Gradually developing defects, cracks, flaws or fractures;
 - g) Scratching or chipping of painted or polished surfaces;
 - h) **Accidental Damage** to **Your Mobile Device** through the deliberate or wilful act of any **Authorised User**;
 - i) **Accidental Damage** to **Your Mobile Device** unless **Your** damaged device is provided for repair.
 - j) **Accidental Damage** caused by use of **Your Mobile Device** by any **Authorised User** for anything other than its intended purpose;
 - k) **Accidental Damage** to any **Accessories** when not accompanied by damage to its attached **Mobile Device**;
 - l) Any **Accidental Damage** where the circumstances of the **Accidental Damage** cannot be clearly identified.

7. Specific exclusions applying to **Theft** cover. **We** shall not be liable in respect of:
 - a) Any claim where **You** cannot provide **Proof of Purchase**;
 - b) **Theft** of **Your Mobile Device** from an unattended vehicle unless the vehicle is locked, and the **Mobile Device** is completely hidden from view within a glove compartment or boot; there must be evidence of a forced entry into the vehicle and a copy of the repairer's account for such damage must be submitted by **You** with any claim made.

- c) **Theft of Your Mobile Device** from any building or premises unless such **Theft** has occurred through **Forced and Violent Entry or Exit**. A copy of the repairer's account for such damage to the building or premises must be submitted by **You** with any claim made;
- d) **Theft of Your Mobile Device** that has been **Left Unattended** (other than when it is in a locked vehicle or premises as provided for above).
- e) **Theft of Your Mobile Device** unless **You** have reported the incident:
 - i) To the police or other relevant authority as soon as reasonably possible of discovering the **Theft** and have obtained an incident report or a crime reference number.
 - ii) To **Your** network within twenty-four (24) hours of discovering the **Theft** (if applicable).
- f) **Theft of Your Mobile Device** whilst on hire or loan to any person who is not an **Authorised User** unless agreed in writing, in advance, by **Us**.

8. Any Claim

Any claim where **You** have not taken reasonable precautions to prevent **Theft**. Reasonable precautions can include, but are not limited to, using **Your Mobile Device** near water or whilst playing a contact sport.

9. Value of data

The value to **You** of data stored on **Your Mobile Device**

10. War Risks

War, invasion, acts of foreign enemies, hostilities or warlike operations (whether war be declared or not), civil war, rebellion, terrorism, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power.

11. Radioactivity

Loss of, destruction or damage to **Your Mobile Device** or any loss or expense whatsoever resulting or arising there from directly or indirectly caused by or contributed to, by, or arising from:

- a) Ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel;
- b) The radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.

12. Terrorism

Any direct or indirect consequence of terrorism as defined by the Terrorism Act 2000 and any amending or substituting legislation.

13. Consequential loss

Loss of use or other consequential loss being any additional costs **You** incur above the actual repair or replacement cost of **Your Mobile Device** except as provided for herein

13. Electronic Data

This policy does not insure loss, damage, destruction, distortion, erasure, corruption or alteration of **Electronic Data** from any cause whatsoever (including but not limited to **Computer Virus**) or loss of use, reduction in functionality, cost, expense of whatsoever nature resulting therefrom, regardless of any other cause or event contributing concurrently or in any other sequence to the loss. However, in the event that a peril listed below results from any of the matters described in the above paragraph, this policy subject to all its terms and conditions and exclusions, will cover physical damage occurring during the Policy period to property insured by this Policy directly caused by such listed peril.

Listed Perils:

- Fire
- Explosion

HOW TO MAKE A CLAIM

You must comply with the following instructions to have the full protection of **Your** policy. If **You** do not comply with them, **We** may, at **Our** option, cancel the policy, refuse to deal with **Your** claim, or reduce the amount of the claims payment. If **You** believe a claim has occurred or there is a potential claim under this policy, please help **Us** by reporting **Your** claim according to the following procedure.

In the first instance, please contact the **Claims Office** either:

- Online at www.business-claims.co.uk; or
- By telephone on 0333 999 7901 (option 2); or
- By email to claims@burnett.co.uk;

All claims must be made as soon as reasonably possible and in any event within thirty (30) days of **Accidental Damage, Breakdown, Malicious Damage** or **Theft**.

PREVENTING FURTHER DAMAGE

In the event of damage or operation of a warning hazard light or text box, **You** must not operate **Your Mobile Device** further if it would cause additional damage to do so.

AUTHORISATION TO REPAIR OR REPLACE YOUR MOBILE DEVICE

Before any repair is undertaken or **Your Mobile Device** is replaced, **You** are responsible for ensuring that **You** have received authorisation from the **Claims Office**.

For claims authorisation, **You** must provide **Us** with:

- Your** policy number and **Your Mobile Device** serial or IMEI number;
- Your Proof of Purchase**;
- Details of how the **Accidental Damage, Breakdown, Malicious Damage** or **Theft** occurred;
- For **Theft**, the incident report number or crime reference number and proof that **Your Mobile Phone** has been barred with **Your** network provider.

If the claim is covered by the policy, authorisation will be given by the **Claims Office** to carry out the repair or replacement. The decision to repair or replace **Your Mobile Device** is at **Our** absolute discretion.

We reserve the right to appoint **Our** own approved repairer to carry out any repair authorised by the **Claims Office**.

We reserve the right to replace equipment from **Our** own supplier or to authorise **You** to source replacement **Mobile Device** subject to **Our** limit of liability.

We reserve the right to replace **Your Mobile Device** with a new or refurbished device of the equivalent specification.

A claims authorisation will remain valid for 30 days. If no further communication is made during this period, the authority will be rescinded, and the claim rendered void.

Should **You** decide to arrange for repair work to commence, or for replacement **Mobile Device** or for any additional expenditure, without obtaining authorisation number from the **Claims Office**, **You** do so in the full knowledge that **We** reserve the right not to meet **Your** claim because **You** have denied **Us Our** right under this policy to agree cover, inspect **Your Mobile Device** and manage costs prior to costs being incurred.

HOW TO MAKE A CLAIM

USE OF AN ENGINEER

At notification of any claim, or following receipt of an estimate, the **Claims Office** reserves the right to:

- a) Instruct an independent engineer to inspect **Your Mobile Device** before authorising any claim; or
- b) Inspect any components, which have been removed, together with any original documentation, within one calendar month after any repair or replacement has been authorised or carried out.

When this right is exercised, **We** shall have no liability for any loss to **You** arising from any possible delay. Any decision on liability will be withheld until this report is received.

CONTRIBUTION AND INDEMNITY

In the event of **Accidental Damage, Breakdown, Malicious Damage** or **Theft** for which a claim is admitted under this policy the basis upon which the amount payable shall be:

- a) The cost of repair or replacement of the lost or damaged part of **Your Mobile Device** to a condition equal to, but not better or more extensive than, its condition when new. When replacement parts are not available from the manufacturers or their agents, **Our** liability shall be limited to the cost of an equivalent repair to similar **Mobile Device** of current manufacture;
- b) Where **Your Mobile Device** is stolen, or in **Our** opinion damaged beyond economic repair, **We** will authorise its replacement with a **Mobile Device** of equivalent specification;
- c) Where a **Mobile Device** of equivalent specification is not available, **We** will pay for similar replacement mobile device with the nearest higher specification.

Replacement should be carried out in this way with reasonable despatch. No payment will be made until the cost is actually incurred.

COMPLAINTS PROCEDURE

It is the intention to give **You** the best possible service but if **You** do have any questions or concerns about this insurance or the handling of a claim **You** should follow the Complaints Procedure below:

SALE OF THE POLICY

Please contact **Your** agent who arranged the Insurance on **Your** behalf.

If **Your** complaint about the sale of **Your** policy cannot be resolved by the end of the third working day, **Your** agent will pass it to:

Customer Relations Department
UK General Insurance Limited
Cast House, Old Mill Business Park
Gibraltar Island Road
Leeds
LS10 1RJ
Telephone: 0345 218 2685
Email: customerrelations@ukgeneral.co.uk

CLAIMS

Please contact claims@burnett.co.uk or call 0333 999 7901 (option 2).

In all correspondence please state that **Your** insurance is provided by UK General Insurance Limited and quote the scheme reference 038031.

If **Your** complaint cannot be resolved by the end of the next working day, Burnett & Associates Ltd will pass it to:

Customer Relations Department
UK General Insurance Limited
Cast House, Old Mill Business Park
Gibraltar Island Road
Leeds
LS10 1RJ

Telephone: 0345 218 2685

Email: customerrelations@ukgeneral.co.uk

If it is not possible to reach an agreement, **You** have the right to make an appeal to the Financial Ombudsman Service. This also applies if **You** are insured in a business capacity and have an annual turnover of less than €2million and fewer than ten staff. **You** may contact the Financial Ombudsman Service at:

Financial Ombudsman Service,
Exchange Tower,
London
E14 9SR

Telephone: 0300 123 9123

Online: <https://www.financial-ombudsman.org.uk/contact-us/complain-online>

The above complaints procedure is in addition to **Your** statutory rights as a consumer. For further information about **Your** statutory rights contact **Your** local authority Trading Standards Service or Citizens Advice Bureau.

If **You** have purchased the insurance policy online, **You** may also raise **Your** complaint via the EU Online Dispute Resolution Portal at <http://ec.europa.eu/consumers/odr/>. This will forward **Your** complaint to the correct Alternative Dispute Resolution scheme. For insurance complaints in the UK this is the Financial Ombudsman Service. However, this may be a slower route for handling **Your** complaint than if **You** contact the Financial Ombudsman Service directly.

Following this complaint procedure does not affect **Your** right to take legal action.

FINANCIAL SERVICES COMPENSATION SCHEME

Great Lakes Reinsurance SE is covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme, if they cannot meet their obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit.

You can get more information about compensation scheme arrangements from the FSCS or visit www.fscs.org.uk.

PRIVACY AND DATA PROTECTION NOTICE

UK General Notice

DATA PROTECTION

We are UK General Insurance Ltd, referred to as “**We/Us/Our**” in this notice. **Our** data controller registration number issued by the Information Commissioner’s Officer is **Z7739575**.

This privacy notice is relevant to anyone who uses **Our** services, including policyholders, prospective policyholders, and any other individuals insured under a policy. **We** refer to these individuals as “**You/Your**” in this notice. **We** are dedicated to being transparent about what **We** do with the information that **We** collect about **You**. **We** process **Your** personal data in accordance with the relevant data protection legislation.

WHY DO WE PROCESS YOUR DATA?

The provision of **Your** personal data is necessary for **Us** to administer **Your** insurance policy and meet **Our** contractual requirements under the policy. **You** do not have to provide **Us** with **Your** personal data, but **We** may not be able to proceed appropriately or handle any claims if **You** decide not to do so.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

Where **You** have purchased an insurance policy through one of **Our** agents, **You** will be aware of the information that **You** gave to them when taking out the insurance. The agent will pass **Your** information to **Us** so that **We** can administer **Your** insurance policy.

For specific types of insurance policies, for example when offering **You** a travel insurance policy, **We** may process some special categories of **Your** personal data, such as information about **Your** health.

We have a legitimate interest to collect this data as **We** are required to use this information as part of **Your** insurance quotation or insurance policy with **Us**. **We** may also process the data where it is necessary for a legal obligation, or as part of the establishment or defence of a legal claim.

UK GENERAL’S FULL PRIVACY NOTICE

This notice explains the most important aspects of how **We** use **Your** data. **You** can get more information about this by viewing **Our** full privacy notice online at <http://ukgeneral.com/privacy-notice> or request a copy by emailing **Us** at dataprotection@ukgeneral.co.uk. Alternatively, **You** can write to **Us** at: Data Protection, UK General Insurance Ltd, Cast House, Old Mill Business Park, Gibraltar Island Road, Leeds, LS10 1RJ.

Great Lakes Insurance SE Information Notice

Personal Data provided in connection with this policy will be used and processed in line with the Information Notice. A copy of this is available at <https://www.munichre.com/en/service/privacy-statement/index.html>