



RICHARD TIDBALL INSURANCE SERVICES LTD

Privacy Notice

Version: 2018-05-10

ABOUT US

Richard Tidball Insurance Services Limited (also referred to as “we”, “us”, or “our”) are a registered company in England (Company no. **05076210**). **Our** registered address is **The Royal Oak, Bridge Street, Hatherleigh, Devon, EX20 3HY**.

The PURPOSE OF THIS NOTICE

This Notice is designed to help you understand what kind of information **we** collect in connection with **our** products and services and how **we** will process and use this information. In the course of providing you with products and services **we** will collect and process information that is commonly known as personal data.

This Notice describes how **we** collect, use, share, retain and safeguard personal data.

This Notice sets out your individual rights; we explain these later in the Notice but in summary these rights include your right to know what data is held about you, how this data is processed and how you can place restrictions on the use of your data.

WHAT IS PERSONAL DATA?

Personal data is information relating to an identified or identifiable natural person. Examples include an individual’s name, age, address, date of birth, their gender and contact details.

Personal data may contain information which is known as special categories of personal data. This may be information relating to an individual’s health, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic and biometric data, or data relating to or sexual orientation.

Personal data may also contain data relating to criminal convictions and offences.

For the purposes of safeguarding and processing criminal conviction and offence data responsibly, this data is treated in the same manner as special categories of personal data, where we are legally required to comply with specific data processing requirements.

PERSONAL DATA WE COLLECT

In order for **us** to provide and administer insurance for you **we** will collect and process personal data about **you**. **We** will also collect your personal data where you request information about **our** services, customer events, promotions and campaigns.

We may also need to collect personal data relating to others in order to provide and administer insurance. In most circumstances, you will provide **us** with this information. Where you disclose the personal data of others, you must ensure you are entitled to do so.

You may provide **us** with personal data when completing online contact forms, when you contact **us** via the telephone, when writing to **us** directly or where **we** provide you with paper based forms for completion or we complete a form in conjunction with you.

We will share your personal data within **our** firm and with business partners. This is normal practice within the insurance industry where it is necessary to share information in order to place, quantify and underwrite risks, to assess overall risk exposure and to process claims. It is also necessary to determine the premium payable and to administer **our** business.

We also share personal data with authorised third parties, this is necessary where **we** are required to do so by law, where **we** need to administer **our** business, to quote for, source, place and administer your insurances (including arranging insurance premium finance), to perform underwriting activities and to process claims. Some examples follow:

- Insurers;
- Underwriters;
- Premium finance providers;
- Credit reference agencies;
- Debt recovery agencies;
- Claims handling companies;
- Loss adjusters;
- Insurance brokers;
- Reinsurers;
- Regulators.

We may record your communications with **us** when contacting **our** customer care, complaints and other customer focused functions.

Where **we** collect data directly from you, **we** are considered to be the controller of that data i.e. **we** are the data controller. Where **we** use third parties to process your data, these parties are known as processors of your personal data. Where there are other parties involved in underwriting or administering your insurance they may also process your data in which circumstance **we** will be a joint data controller of your personal data.

A data ‘controller’ means the individual or organisation which, alone or jointly with others, determines the purposes and means of the processing of personal data.

A data ‘processor’ means the individual or organisation which processes personal data on behalf of the controller.

As a provider of insurance services, **we** will process the following categories of data:

- Personal data such as an individual’s name, address, date of birth, gender, contact details and details of historic claims
- Special categories of personal data such as health information and details on historic claims resulting in injury (physical and physiological)
- Data relating to criminal convictions and offences such as details of driving offences or insurance fraud

If you object to the collection, sharing and use of your personal data **we** may be unable to provide you with **our** products and services.

For the purposes of meeting the Data Protection Act 2018 territorial scope requirements, the United Kingdom is identified as the named territory where the processing of personal data takes place.

If you require more information about **our** insurance processes or further details on how **we** collect personal data and with whom **we** share data with, please contact **our** ‘data privacy representative’ by e-mailing Gareth@tidballinsurance.co.uk.

WHY DO WE NEED YOUR PERSONAL DATA?

We will use your personal data for the performance of our contract with you, to quote for and provide you with insurance products and services, to process claims and renewals, to administer your policy and **our** business, to respond to any requests from you about services **we** provide and to process complaints.

We will use the special category and criminal conviction data we collect about you for the performance of our contract with you which is deemed to be necessary for reasons of substantial public interest. This allows us to quote for and provide you with insurance products and services, to process claims and renewals and to administer your policy.

In purchasing **our** products and services you should understand that you are forming a contract with **us**. If you contact **us** for a quote or request details on the services **we** provide, **we** consider ourselves as having a legitimate business interest to provide you with further information about **our** services.

In some situations **we** may request your consent to market **our** products and services to you, to share your data or to transfer your data outside the European Economic Area. Where **we** require consent, your rights and what you are consenting to will be clearly communicated to you. Where you provide consent, you can withdraw this at any time by contacting **our** 'data privacy representative' by e-mailing Gareth@tidballinsurance.co.uk.

Data Retention – Physical Medium ('Hard Copy')

We will retain your personal data, special category and criminal conviction data in a physical medium ('hard copy') for a period of up to 6 years from the end of any contractual agreement between us and you or where you have submitted a claim, regardless as to whether this is a non-injury claim or a claim where an individual has been injured (physical and physiological).

Where you have requested a quote, **we** will retain your personal data in a physical medium ('hard copy') for a maximum period of 3 years. Where you have contacted **us** for details of **our** services and products, **we** will retain your personal data in a physical medium ('hard copy') for a period of 3 years.

Where you make a complaint we will retain your data in a physical medium ('hard copy') for a period of 15 years.

Data Retention – Electronic Medium

We will retain your personal data, special category and criminal conviction data in an electronic copy indefinitely in the below circumstances:

- a. Following the end of any contractual agreement between us and you;
- b. Where you have submitted or been involved in a claim, regardless as to whether this is a claim where an individual has been injured (physical and physiological) or a non-injury claim.
- c. Where you have requested a quote
- d. Where you have contacted **us** for details of **our** services and products
- e. Where you make a complaint

Where you or law enforcement agencies inform us about any active investigation or potential criminal prosecution, we will comply with legal requirements when retaining this data.

The retaining of data is necessary where required for contractual, legal or regulatory purposes or for our legitimate business interests for statistical analysis (profiling) and product development and marketing

purposes. We feel it is appropriate to retain electronic records indefinitely to provide our clients and prospective clients with as fast and convenient a service as possible as a large majority of our clients return to us to request quotes after they have left us. We feel we provide the best service to our clients by retaining this data and we do not provide your information to third party marketing companies and we do not have an aggressive marketing strategy which could result in nuisance to our clients or prospective clients. Nothing detailed in the above affects your right to be deleted, which will be actioned on your request as detailed below.

Sometimes **we** may need to retain your data in a physical medium ('Hard Copy') for longer than the time-scales set out above, for example if **we** are representing you or defending ourselves in a legal dispute or as required by law or where evidence exists that a future claim may occur.

Please contact **our** data privacy representative if you object to the use of, or you have any questions relating to the use of, your data, the retention of your personal data.

[INTERNATIONAL TRANSFERS OF PERSONAL DATA

We do not personally transfer your data to third parties based outside the European Economic Area (EEA). We do however utilise a third party IT provider (SSP Limited) who process data for us. We have contractual agreements in place with SSP Limited that they will not transfer any Personal Data outside of the EEA unless they have taken such measures as are necessary to ensure such transfer is in compliance with Applicable Data Protection Law. SSP Limited are not permitted to use your personal data for any other purpose than for what has been agreed with **us**. These parties are also required to safeguard your personal data through the use of appropriate technical and organisational data security measures and are prohibited from disclosing or sharing your data with other third parties without **our** prior authorisation, or unless as required by law.

Some of the Insurance Companies to which your data may have been passed may transfer data outside of the EEA. These Companies are bound by the requirements of the Applicable Data Protection Law and are required to safeguard your personal data through the use of appropriate technical and organisational data security measures.

Please contact **our** data privacy representative for a list of countries and organisations your personal data is transferred to and/or for further information on the measures undertaken to safeguard your data.

YOUR RIGHTS

Individuals are provided with legal rights governing the use of their personal data. These grant individuals the right to understand what personal data relating to them is held, for what purpose, how it is collected and used, with whom it is shared, where it is located, to object to its processing, to have the data corrected if inaccurate, to take copies of the data and to place restrictions on its processing. Individuals can also request the deletion of their personal data.

These rights are known as Individual Rights under the Data Protection Act 2018. The following list details these rights:

- The **right to be informed** about the personal data being processed;
- The **right of access** to your personal data;
- The **right to object** to the processing of your personal data;
- The **right to restrict** the processing of your personal data;
- The **right to rectification** of your personal data;
- The **right to erasure** of your personal data;
- The **right to data portability** (to receive an electronic copy of your personal data);
- Rights relating to automated decision making including profiling.

Individuals can exercise their Individual Rights at any time. As mandated by law **we** will not charge a fee to process these requests, however if your request is considered to be repetitive, wholly unfounded and/or excessive, **we** are entitled to charge a reasonable administration fee.

In exercising your Individual Rights, you should understand that in some situations **we** may be unable to fully meet your request, for example if you make a request for **us** to delete all your personal data, **we** may be required to retain some data for taxation, prevention of crime and for regulatory and other statutory purposes.

You should understand that when exercising your rights, a substantial public or vital interest may take precedence over any request you make. In addition, where these interests apply, we are required by law to grant access to this data for law enforcement, legal and/or health related matters.

The flow of data within the insurance sector is complex and **we** ask you to keep this in mind when exercising your 'rights of access' to your information. Where **we** may be reliant on other organisations to help satisfy your request this may impact on timescales.

If you require further information on your Individual Rights or you wish to exercise your Individual Rights, please contact **our** data privacy representative by e-mailing Gareth@tidballinsurance.co.uk or by writing to **The Royal Oak, Bridge Street, Hatherleigh, Devon, EX20 3HY.**

PROTECTING YOUR DATA

We will take all appropriate technical and organisational steps to protect the confidentiality, integrity, availability and authenticity of your data, including when sharing your data within our firm and authorised third parties.

DATA PRIVACY REPRESENTATIVE

To ensure data privacy and protection has appropriate focus within our organisation we have a Data Privacy Representative who is a member of, and reports to, our senior management team. The Data Privacy Representative's contact details are as follows: Gareth Tidball, Gareth@tidballinsurance.co.uk

COMPLAINTS

If you are dissatisfied with any aspect of the way in which we process your personal data please contact data privacy representative. You also have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office(ICO). The ICO may be contacted via its website which is <https://ico.org.uk/concerns/>, by [live chat](#) or by calling their helpline on 0303 123 1113.

HOW TO CONTACT US

If you have any questions regarding this Notice, the use of your data and your Individual Rights please contact **our** data privacy representative at **The Royal Oak, Bridge Street, Hatherleigh, Devon, EX20 3HY.** or by e-mailing Gareth@tidballinsurance.co.uk or by telephoning 01837 810010.