

## Data Protection Notice

For the purposes of this Notice, “**We/Us/Our**” includes Tokio Marine Kiln Syndicates Ltd / Tokio Marine Kiln Insurance Ltd and other insurers /certain **Underwriters** at Lloyd’s, *the Coverholder [City Underwriting Services Ltd* and any agents. **You/Your** includes the Insured, and anyone who provides data to the **Coverholder**, or who is or becomes insured by **Us** under a contract of insurance (the **Policy**).

The security of data is very important to **Us**, which **We** will handle with all appropriate security measures. **We** will collect and process data (including personal information) about any person insured under the **Policy** for its administration, the handling of claims and the provision of customer services, and may share it with related entities and with trusted service providers and agents such as lawyers, as well as other parties such as anti-fraud databases, subject to proper instruction and control. **Our** handling of data is consistent with the core necessary personal data uses and disclosures set out in [the London Insurance Market Core Uses Information Notice](#) which **You** should review.

All data may be used by **Us** for generic risk assessment and modelling purposes but will not be used or passed to any other party for marketing products or services without **Your** express consent. All data provided by **You** about other people to be insured, such as family, friends or other associates, must be with their permission. It is **Your** responsibility to inform them about **Our** use of their data.

Data will not be retained for longer than necessary and will be deleted within seven years after expiry of the **Policy**, unless it is further required for legal or regulatory reasons. **You** have a number of rights in relation to the data, including the right to request a copy of the information (for which there may be a small fee), to correct any inaccuracies and in certain circumstances to have it deleted. Data transferred outside the European Economic Area will have equivalent protection.

If further information is required as to how data is processed, or as to the exercise of any rights under any data privacy laws, **You** should contact [the Compliance Officer *at City Underwriting Services Ltd at Unit 26, Ormeau Business Park, 8, Cromac Ave, Belfast BT7 2JA. Tel No. 028 90 262880. E mail; info@cityuws.com*

If **You** are/is not satisfied with the way in which any personal data has been managed, **You** may complain to the Information Commissioner’s Office at:

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Email: casework@ico.org.uk