



## Additive Insurance

### Privacy Notice (How information about you will be used)

#### What Information we collect about you:

When you contact us for an insurance quotation we collect the relevant information needed by an insurer to calculate the premium and understand your insurance needs. We collect this information during our meetings and /or telephone conversations with you and through the completion of proposal forms and fact finds.

#### How your information will be used:

The information we collect will be passed to insurers to enable them to calculate a competitive insurance quotation to meet your requirements. In order to obtain the most competitive cover it may be necessary to pass your information to other insurance intermediaries who are authorised and regulated by the Financial Conduct Authority.

Information provided by you may be put onto a register of claims and shared with other insurers to prevent fraudulent claims.

Should you wish to pay your premium by instalments we may pass your information to a premium finance provider however, this will not be done without discussing payment options with you first.

We may share your information with and obtain information about you from credit reference agencies. If you require information about the credit reference agency we have received information from please do not hesitate to contact us. Please note that any searches undertaken prior to you proceeding with your application will be *soft searches* and will not affect your credit rating.

We will retain any information we have collected about you for up to 6 years after our professional relationship has terminated however, data held electronically may be retained for longer.

With a few exceptions, for example information requested by a court, a regulatory body, or information which is already in the public domain, we will not release information to any other party without your consent.

#### Your rights of access to your data:

Under the Data Protection Act you have a right, on payment of a fee of £10, to obtain a copy of the personal information that we hold about you. If you believe that any information held is incorrect or incomplete, you should contact us. Any information that is found to be incorrect or incomplete will be amended promptly.

#### Marketing

We would like to send information to you about our own products and services by post, telephone, e-mail or SMS. As a business we operate a opt out service and thus if you would not like to be sent Additive Insurance marketing material then please inform us via post, e-mail or telephone.

We will not share your information for marketing purposes with any other company without your prior consent.

If you need any further information please write to us at: Additive Insurance, Bassett House, 36 Leigh Road, Eastleigh, Hampshire, SO50 9DT or email [protect@additiveinsurance.co.uk](mailto:protect@additiveinsurance.co.uk) or call 023 8064 9729.