

## **Data Protection**

Under the Data Protection Act 1998 [DPA 1998], you or your appointed agent, have a right to inspect computer (and certain manual) records relating to yourself and your transactions through ourselves and where appropriate have it corrected or deleted. All such requests for information must be referred to the Data Protection Officer. As we treat all our clients' records as confidential, we reserve the right to give you copies of your records, where in certain circumstances to release the original would compromise other clients' confidentiality or where access to your data is necessary to protect your privacy. You do not have the right to demand access to data for any other purpose.

So that we may fully understand your circumstances and requirements, George Stubbs Insurance Services will need to collect information about you which we will hold as Data Controllers under the Data Protection Act 1998. George Stubbs Insurance Services will use and disclose the information we have about you in the normal course of arranging and administering your insurance. Our regulator the FSA requires us to keep records of our business transactions for minimum periods of time depending on the transaction, type. However, we will not keep records longer than is necessary.

Where other companies and / or third parties provide services to us, then circumstances may arise which warrant the disclosure of more than just your basic contact details. On these occasions, such as processing business and obtaining compliance and regulatory advice, you are aware that information held by us may be disclosed on a confidential basis to such companies. You also agree that for the purposes described above your data may be transferred to countries outside the European Union and that information may be transferred electronically.

We may pass also information about you to credit reference agencies for the purposes of arranging payments by instalments, and may also pass to them details of your payment record with us.

You agree that George Stubbs Insurance Services may on occasions use your personal details or share your information with other carefully selected organisations, so that they, or we can inform you of other products and services which may be of interest, either by telephone, post, or other appropriate methods

If you do not wish to receive such marketing information and contact from us, or allow us to disclose information about you to other parties for marketing purposes, simply tell us when you next call, or write to us.