

4Sure Wales LLP

7 Glebeland Street, Merthyr Tydfil, CF47 8AU

What personal data do we hold at 4Sure Wales LLP

We collect the following information:- Name, Date of Birth, Address, Contact Details, Occupation, Gender, Marital Status and other personal data necessary for the type of insurance cover sought.

Why do we collect this personal data:- Insurers use specific personal data and risk details in order to consider offering cover and if so on what terms. We are required to submit such information about you to comply with the rules of material disclosure in order to secure appropriate cover.

What do we do with your personal data:- We hold personal data on our own systems in the office and on remote cloud servers. Personal data is also stored on paper files. Personal data can also be shared with relevant parties. This can be done electronically by email, electronic transmission, by key entry onto extranet sites, via post, fax, face to face and telephone.

Our Lawful basis for holding and processing personal data

It is essential in order for us in carrying out our business activity, in a manner expected of us by our clients, that we hold use and share personal data. Therefore our lawful basis for processing personal data is:-

Processing is necessary for the performance of a contract with a data subject or to take steps to enter into a contract.

Who do we collect and share your personal data with

We will collect and share relevant personal data and risk information with you , Insurers, Comparison extranet sites, claims management companies, loss adjusters, third parties with a legitimate interest, insurer surveyors, premium finance companies and those with your permission such a trustees, executors, solicitors, accountants and auditors. Where required by law, we will also share this information with authorised agencies, regulatory bodies and government organisations.

How long do we keep personal data

We retain personal data and risk information from live and previously live policies indefinitely to cater for situations where potential liabilities may be discovered.

Obsolete personal data and risk information is retained but for no longer than necessary. Such personal data and risk information is erased accordingly.

Your rights – You have various rights and these are listed below:-

The right to be informed

You have the right to be notified of the range of personal data and risk information that we hold about you and how that is used.

The right of access

You may ask for details of the personal data and risk information we hold. This should be in writing either via email or letter addressed to one of the partners – Andrew Cleaves, Julian Lawthom or Stephen Bew – at the above address. You should specify how you would like the personal data and risk information sent to you. Either by post or email.

This will be provided to you in a timely manner free of charge and in any event no later than 30 days after the data request was received.

Refusals – We have the right to refuse or charge for requests that are manifestly unfounded or excessive. If we refuse a request we shall tell you why and also tell you that you have the right to complain to the supervisory authority and to a judicial remedy. This will be done on a timely manner and no later than 30 days after the data request was received.

The right to rectification

It is in your and our interest that all personal data and risk information that we hold is accurate and complete. Where you establish any errors in the information we hold we shall correct the record and notify any relevant parties in a timely manner.

The right to erasure

You have the right to ask for personal data and risk information to be erased. However we reserve the right to retain personal data and risk information from live and previously live policies indefinitely to cater for circumstances that might subsequently arise leading to a claim being made against a data subject.

If a data subject insists on erasure then the data subject will be required to complete a waiver of liability declaration and we may be unable to continue to act as the data subject's insurance broker.

The right to restrict processing

You have the right to ask for personal data and risk information to be restricted. However, this may, in certain circumstances, impede our ability to act for you.

If a data subject insists on restriction of processing we may be unable to continue to act as the data subject's insurance broker and/or request the data subject to complete a waiver of liability declaration.

The right to data portability

You have the right to request personal data in a format of your choosing to a nominated party. This should be in writing either via email or letter addressed to one of the partners – Andrew Cleaves, Julian Lawthom or Stephen Bew – at the above address. If we are unable to provide the personal data in that particular format, we shall discuss options with you to ensure we can comply with your wishes in a timely manner.

The right to object

You have the right to object to the range of personal data we hold or to the way we use your personal data.

The right not to be subject to automated decision-making including profiling

We do not employ automated decision-making or profiling processes.

Security:

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. Your information may be passed to countries outside the European Economic Area ("EEA"). By way of example, this may happen if any of our servers are located in a country outside the EEA. These countries may not have similar data protection laws to the EEA. If we transfer information outside the EEA in this way, we will take steps to ensure that your personal data continues to be protected.

How we use cookies:

We do not use third party cookies on this website.

We do not collect any personal information through cookies on this site.

The only personal information we collect is information you give us yourself either via email, fax, SMS, letter or verbally.

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We may use traffic log cookies in the future to identify which pages are being used. This would help us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We would only use this information for statistical analysis purposes and then the data would be removed from the system. A cookie in no way gives us access to your computer or any information about you.

Controlling your personal information:

We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so. You may choose to restrict the collection or use of your personal information in the following ways:

If you have previously agreed to us using your personal information for direct marketing purposes under the General Data Protection Regulations,

you may change your mind at any time by writing to or emailing us .