

Privacy Notice

Please read this notice carefully as it contains important information regarding the use of your personal information and how we collect, use and share your information.

For the purposes of the Data Protection Act 2018 and any amending or subsequent relevant legislation, Tradex Insurance Company Limited is the Data Controller for any personal data you supply.

Personal Data

Personal data means any information we hold about you and any information you give to us about anyone else from which you or they may be identified.

Sensitive data

Tradex as well as other participating insurers, agents and suppliers may need to collect data which the data protection legislation defines as sensitive such as criminal convictions or medical history in order to assess your renewal, make changes to your policy and/or to administer claims.

How we will use your information

We will use your data to

- provide a quotation
- manage your insurance
- manage claims
- collect premiums

We may also use your data

- to recover any monies you owe us
- for crime prevention in relation to fraud or money laundering

Sharing Information

We will share your information with other organisations and companies who we have contracted with to assist us with the management of our policies, claims or finance processes including other insurers and reinsurers.

We may also carry out searches with Credit Reference Agencies at quotation, renewal or if you pay your insurance premium by instalments.

When sharing your information it will only be where we have your permission, we are allowed or required to by law, or the other company is a party to this contract.

Crime prevention, fraud and money laundering

We will share or check your information with other organisations including fraud prevention agencies and the police.

Financial Sanctions

We use your information to make sure we comply with any financial sanctions that apply in the United Kingdom or overseas. We may need to request additional information following such checks.

You should ensure this notice is shown to anyone else insured or proposed to be insured by this policy as it will also apply to them.

Both personal and sensitive data may be held on a computer, paper file or other format.

In taking out insurance with us you have consented to such information being processed by us and other companies contracted by us

Communicating with you or other drivers

We will only contact **you** regarding this policy unless you have given your consent for another party to handle your policy for you.

If we cancel your policy we may if we are unable to contact you write to your other drivers.

We will communicate with you during the currency of the policy and at renewal.

If we receive a claim notification after the expiry of a policy from you or a third party we will communicate with you or a driver directly.

If we are unable to contact you we will contact a driver directly if that driver was involved in an accident of claim.

We will, on request, supply details of the databases, registers and agencies to which we contribute or access.

You may access and, if necessary, have corrected the information held about you. Should you wish to have such access contact

The Data Protection Officer, Tradex Insurance Company Limited,
7 Eastern Road, Romford Essex. RM1 3NH

More information about data protection can be found on the Information Commissioner's Office website on www.ico.org.uk.