

Commercial / Business Claim Report

Please return to:

Claim No: (Office Use Only)

Please answer all relevant questions fully and return this form within seven days.

INSURED	
Policy No:	<input style="width: 95%;" type="text"/>
Full Name	<input style="width: 60%;" type="text"/>
Date of Birth	<input style="width: 30%;" type="text"/>
Address	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
	<input style="width: 65%;" type="text"/> Post Code <input style="width: 10%;" type="text"/> - <input style="width: 10%;" type="text"/>
Business or Occupations	<input style="width: 95%;" type="text"/>
Business Telephone. No	<input style="width: 15%;" type="text"/> - <input style="width: 30%;" type="text"/>
Residence Telephone. No	<input style="width: 15%;" type="text"/> - <input style="width: 30%;" type="text"/>

DETAILS OF LOSS	
Date of Loss	<input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>
Time of Loss	<input style="width: 15%;" type="text"/> am / pm
Place where loss occurred	<input style="width: 95%;" type="text"/>
Describe fully how loss or damage occurred (If a sketch of damage is appropriate, please use space below).	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
Have you ever suffered similar loss or damage ? if Yes, please provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 95%;" type="text"/>	

Sketch Plan / List of items Stolen or Damage / Additional Information.

ADDITIONAL INFORMATION IF CLAIM IS DUE TO LOSS OR THEFT

When and where was property last seen ?

In whose custody was the property at the time of loss ?

When and by whom was the loss discovered ?

At which Police Station the loss was reported and when ?

Name of Police Station

Tel No.

—

Date

Police Station Address

Has the Police made any arrest ?

Please give crime reference No.

Have the Police made any recovery ?

Has any other action been taken to trace the property ?

What damage was caused to the premises ?

If no damage to the premises what evidence is there of theft ?

PREMISES INVOLVED

Type of premises involved (e.g. house, shop, office, outbuilding, etc.)

Were the premises occupied at the time ? if not, when were the last occupied

Yes No

Are you the sole occupier of the premises ? if not, who are the other occupiers

Yes No

Are you (a) the owner of the premises ? Yes No

(b) responsible for repairs ? Yes No

When were the premises last decorated

V.A.T. STATUS

Are you registered for V.A.T. ? Yes No

Registered Number

PRIVACY AND YOUR PERSONAL INFORMATION

1. Personal Data Obtained and Collected

For the purposes set out in this notice, information including personal information detailed below relating to you ("Personal Data") will be collected and processed by China Taiping Insurance (UK) Co Limited and/or on its behalf by its third party service providers.

Personal Data

Including but not limited to: Your name, address, civil status, occupation, date of birth, contact details, credit history, criminal convictions, CCJs, details of previous bankruptcy(ies) or insolvency(ies), previous insurance claims details, bank details, current and previous employment details (including directorships), ELTO reference, health details including medical reports, our medical claims history and details of physical and psychological health or medical conditions.
Each time you visit our website, we may automatically collect Technical information including IP address.

The controller of this Personal Data is China Taiping Insurance (UK) Co Limited of 2 Finch Lane, London, EC3V 3NA ("China Taiping Insurance", "CTI", "we" and "us"). If you have any query, please contact compliance@uk.cntaiping.com.

We process your Personal Data in accordance with this Privacy Policy also available on <http://uk.cntaiping.com/uk-privacy/> and a copy of which can be provided to you on request.

2. How and Why We Process Your Personal Data

The following tables detail how ("Legal Basis") and why ("Purposes") we process your Personal Data. These tables also detail the third party service providers with whom we share your Personal Data ("Recipients") and the period that your Personal Data will be stored ("Retention"). **We encourage you to read this section.**

Legal basis for processing	
Purposes	<p>We obtain, collect and process your Personal Data to perform your contact and in particular:</p> <ul style="list-style-type: none"> • Check if you are eligible to be insured under the product chosen • Consider acceptability of the risk you present to us • Underwrite and assess the risk in order to offer you a quotation • Process your premium payment • Evaluate the risk presented through surveys where relevant • Process your claims and/or third parties claims under your policy • Investigate claims directly or, where relevant, through appointed loss adjusters or forensic engineers • Regulatory reporting and legal obligations • To notify you about changes to the product chosen • To redistribute risk by means of reinsurance and co-insurance • For automated decision making (including profiling) where we need to process your Personal Data you provide us with in order to underwrite your insurance and/or process your claim.
Legal Basis	<p>It is necessary to process this Personal Data in order to:</p> <ul style="list-style-type: none"> • Enter and perform our insurance contract with you as well as to allow us to process a claim accordingly • Compliance with a legal obligation to which you are subject • Where the processing of your personal data is necessary for the public interest or in the exercise of official authority of us
Recipients	<p>Personal Data will be disclosed for these purposes to our third-party service providers or regulators. These Recipients may include:</p> <ul style="list-style-type: none"> • Credit check companies • Surveyors • Solicitors • Loss Adjusters and/ or Forensic Engineers • Fire brigade Authority or Police • Claims handling companies • Insurance intermediaries/brokers • Banks • Reinsurers and other insurance companies • Fraud, Money Laundering and Terrorist Financing prevention and detection • CUE (Claims Exchange Underwriting) • Regulatory and Government Bodies (ELTO, HMT, MID, FCA, PRA, Ombudsman etc.) • Approved repairers and garages
Retention	<p>We will retain your Personal Data for as long as your insurance policy is valid with us and for 15 years after.</p>
IMPORTANT	<ul style="list-style-type: none"> • We may for some of our products carry out automated decision making (including profiling) to process your personal data in order to underwrite and price your insurance online and/or process your claim. We take care to ensure our profiling is fair, transparent and limited in purpose. • In the event that you do not wish to provide us with your Personal Data for all of the above Purposes, we will not be able to process your application and/or offer you an insurance policy. • If at any point in the future we need to amend this policy, every effort will be made to make you aware and our website will always have the latest version.

3. Cross-Border Transfers of Your Personal Data

We, and certain Recipients (our third party service providers) who process your Personal Data on our behalf may transfer your Personal Data outside the [Europe an Economic Area ("EEA")] to a country that does not provide an adequate level of protection to your Personal Data. Where such transfers occur, we ensure that: a) they do not occur without our prior written authority; and b) that an appropriate transfer agreement is put in place to protect your Personal Data. If you would like to find out more about any such transfers, please contact our Compliance officer.

4. Your Acknowledgment of this Notice and Your Rights

You have rights which allow you to address any concerns or queries with us regarding our processing of your Personal Data:

Right to Object to Processing	In certain circumstances, you have a right to object to our processing of your Personal Data where we process it on the legal basis of: a) our legitimate business interest, including profiling based on our legitimate business interests; or b) your consent to marketing. We may not be able to comply with such a request where we can demonstrate that there are compelling legitimate grounds for us to process your Personal Data which override your interests, rights and freedoms or where the processing of your Personal Data is required for compliance with a legal obligation or in connection with legal proceedings.
Right to Withdraw Consent	You have a right to withdraw your consent, at any time, to our processing of your Personal Data which is based on your consent. Where you exercise this right, our processing of your Personal Data prior to your withdrawal of consent will remain valid.
Right of Access	You have the right to access and obtain a copy of the Personal Data that we hold about you. We will only charge you for making such an access request where we feel your request is unjustified or excessive.
Right to Rectification	You have the right to request that we correct any inaccuracies in the Personal Data stored about you.
Right to Erasure	<p>In certain circumstances, you have the right to request that we erase your Personal Data. For example, you may exercise this right in the following circumstances:</p> <ul style="list-style-type: none">• your Personal Data are no longer necessary in relation to the purposes for which they were collected or otherwise processed by us;• where you withdraw consent and no other legal ground permits the processing;• where you object to the processing and there are no overriding legitimate grounds for the processing;• your Personal Data have been unlawfully processed; or• your Personal Data must be erased for compliance with a legal obligation. <p>Where we store your Personal Data for statistical purposes, we may not be able to comply with such a request where it would likely impair such statistical purposes or where we require your Personal Data for compliance with a legal obligation or in connection with legal proceedings.</p>
Right to Restriction	<p>You have the right to restrict our processing of your Personal Data where any of the following circumstances apply:</p> <ul style="list-style-type: none">• where you feel that the Personal Data which we hold about you are not accurate. This restriction will be in place for a period to enable us to verify the accuracy of your Personal Data;• where the processing is unlawful and you do not want your Personal Data be erased and request the restriction of its use instead;• where we no longer need to process your Personal Data (e.g. any of the Purposes outlined above have been completed or expire), but we require it in connection with legal proceedings;• where you have objected to our processing of your Personal Data pending the verification of whether or not our legitimate business interests override your interests, rights and freedoms. <p>Where you exercise your right to restrict our processing of your Personal Data, we will only continue to process it with your consent or in connection with legal proceedings or for the protection of the rights of other people or for reasons of important public interest.</p>
Right to Data Portability	You have a right to receive and transfer the Personal Data that you provide to us in a structured, commonly used and machine readable format where we process your Personal Data on the legal basis of: a) your consent; or b) where it is necessary to perform our contract with you. Where you make such a request, we will directly transfer your Personal Data on your behalf to another controller of your choice (where it is feasible for us to do so).
Right to Object to Automated Decision-Making, including profiling	You have a right not to be subjected to decisions based solely on automated decision-making, including profiling, which produce legal effects concerning you or similarly significantly affects you. We may not be able to comply with such a request where we rely on the legal basis of: a) your explicit consent; or b) where it is necessary to enter and perform our contract with you (as detailed in section 2 above). You will however be entitled to have a person from our company review the decision so that you can query it and set out your point of view and circumstances to us.

If you would like to exercise any of your rights detailed above, please contact compliance@uk.cntaiping.com.

You may raise any concerns about China Taiping Insurance's processing of your Personal Data with the Information Commissioner Office on <https://ico.org.uk/>.

5. Changes to this Notice

We may amend this notice on occasion, in whole or part, at our sole discretion. Any changes to this notice will be effective immediately upon sending the revised notice to you by e-mail or post.

If at any time we decide to use your Personal Data in a manner significantly different from that stated in this notice, or otherwise disclosed to you at the time it was collected, we will notify you by e-mail or post and you will have a choice as to whether or not we use your information in the new manner.

If you have questions or concerns about this notice, please contact compliance@uk.cntaiping.com

DECLARATION

I/We hereby declare that to the best of my knowledge and belief these particulars are true and complete. I/We understand that you may ask for information from other insurers to check the answers I/We have provided.

Signature

Date