

electus

Home and Contents
Insurance

Policy Booklet

 **integra**
we've got it covered

Welcome to Integra Insurance Solutions Ltd.

Integra Insurance Solutions Ltd (Integra) is a Managing General Agency (MGA) based in the UK, offering homeowner insurance products exclusively through insurance brokers and intermediaries. Our business priority is to provide good value and exemplary service. We actively listen to customers and use customer survey data to ensure that we meet customers' needs and constantly look for ways to improve the quality of our service.

You should take some time to read through this booklet as it contains details about your policy cover; some important information to help prevent damage to your home; guidance on how to make a claim as well as essential contact details. Please keep this booklet safe along with your schedule and any notices issued to you.

Thank you for choosing Integra, we look forward to providing you with insurance cover for many years to come.

A handwritten signature in black ink, appearing to read 'M Cox', with a long horizontal flourish extending to the right.

Martin Cox
Managing Director

Integra Insurance Solutions Ltd.

Registered Office:
Curren House
Curren Street
BRADFORD
West Yorkshire BD1 5BA

Registered in England and Wales Registered Number 06760260.
Authorised and regulated by the Financial Conduct Authority. Financial Services Register No. 495111.

Tel: 01274 700 800
Fax: 01274 700 811
Email: info@integra-ins.co.uk
Web: www.integra-ins.co.uk

HELPFUL AND IMPORTANT INFORMATION ABOUT YOUR INSURANCE

Insurance does not cover **your** property against everything that can happen so please read **your** Policy carefully to make sure **you** understand what it covers and the limits which apply.

- It is **your** responsibility to look after and regularly maintain **your** property, so that it is in a good state of repair.
- **Your** Policy is intended to cover **you** against unforeseen events like fire or theft. It does not cover 'wear and tear' or damage which happens gradually over a period of time. Areas commonly prone to 'wear and tear' on a building include guttering, flat roofs, fascia boards and boundary walls and these should all be checked on a regular basis.
- It is **your** responsibility to prove any loss therefore **we** recommend that **you** keep receipts, valuations, photographs, instruction booklets and guarantee cards to help with any **claim you** make.
- **Buildings** in a sound condition will withstand all but the most extremes of weather. **We** consider a storm to be strong winds, sometimes accompanied by rain, hail or snow. Heavy and persistent rain alone does not constitute a storm unless the downpour is torrential.
- It is important to keep **buildings** heated during prolonged periods of cold temperature. Consider setting automatic timers to 'constant' or '24 hours'. Use **your** thermostat to maintain a low level during the night and when **you** are away from the **home**. If **your home** is to be **unoccupied** for more than three days (at any time of the year), consider turning off the water and draining down the water system - leaving taps open and plugs left out.

CONTACT INFORMATION

If **you** need advice on Policy cover or to make amendments to **your** Policy such as change of address or the **sums insured you** should contact **your** intermediary who arranged this Policy.

Making a claim

All claims made under this policy are managed by Integra.

If **you** need to make a **claim** please contact the Integra claims department between 9.00am - 5.00pm Monday to Friday excluding bank holidays. Alternatively you may be able to register your claim using our secure online portal which can be accessed via our website www.integra-ins.co.uk.

Conditions that apply to the Policy in the event of a **claim** are set out in this policy booklet (see general conditions on page 19). It is important that **you** comply with all policy conditions and you should familiarise yourself with any requirements.

To make a **claim you** are required to provide evidence and assistance regarding the cause and value of any **claim**.

Submitting a claim

- If the loss or damage is extensive, please contact the Integra Claims Department as soon as possible during office hours.
- If emergency temporary repairs are necessary to protect **your** property or prevent further damage, please proceed as soon as possible and submit the appropriate invoices. Please note these costs will only be paid if you have a valid **claim**.
- Do not dispose of any damaged property as it may be necessary for it to be inspected.
- If you have items stolen, **you** must notify the police within 48 hours and provide **us** with the crime reference number.
- If **you** are claiming for damage to electrical equipment an electrical damage report may be required from a qualified technician; the cost of such a report will be included in the settlement of a valid **claim**.
- For damage to or theft of contents, or specified items proof of ownership, such as receipts or valuations, will be required.
- **You** must not admit any responsibility if **your claim** relates to liability. Contact Integra immediately if anyone makes a **claim** upon you and send any writ or summons unanswered.
- Depending on the nature of **your claim**, a supplier or loss adjuster may need to be appointed to assist with the validation and settlement of your **claim**.

Contacting claims

📞 01274 700 810

9:00am - 5:00pm Monday to Friday excluding bank holidays.
Please note claims cannot be registered outside these hours of business.

✉️ claims@integra-ins.co.uk

Claims Department
Integra Insurance Solutions Ltd.
Curren House
Curren Street
Bradford BD1 5BA

www.integra-ins.co.uk

In the event of major fire occurring outside office hours you may contact 0800 9154 780 where immediate guidance can be provided. Please note that claims cannot be registered by this service.

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INTRODUCTION - UNDERSTANDING AND USING YOUR POLICY

This policy is a contract between **you** the policyholder and HDI Global Specialty SE UK Branch.

This policy is underwritten by:

HDI Global Specialty SE UK Branch. Branch Office: 10 Fenchurch Street, London EC3M 3BE
HDI Global Specialty SE is registered in Germany, registration number HRB 211924.
Registered Office: Roderbruchstraße 26, 30655 Hannover, Germany.

Authorised by the Bundesanstalt für Finanzdienstleistungsaufsicht and authorised and subject to limited regulation by the Financial Conduct Authority. Financial Services Register No. 659331.

Details about the extent of our authorisation and regulation by the Financial Conduct Authority are available on request.

This policy is administered by:

Integra Insurance Solutions Ltd.

Registered Office: Currer House, Currer Street, Bradford BD1 5BA. Registered in England and Wales Registered Number 06760260.

Authorised and regulated by the Financial Conduct Authority. Financial Services Register No. 495111.

PLEASE NOTE: All communications, including complaints and claims notification should be referred to Integra Insurance Solutions Ltd.

YOUR POLICY

Insurance policies can be difficult to understand so **we** have highlighted some of the important aspects of **your** Policy. This section does not form part of the legal contract between **you** and **us**. It includes information which will help **you** to understand and use **your** Policy.

Some words have a special meaning in **your** Policy and these are listed and explained on pages 4 to 5 'Definitions'. Where a word with a special meaning is used it will be printed in **bold type**.

We are able to provide literature and communications in the following alternative formats: Braille, large print and audiotape. If **you** require this document in any of these formats, please contact **your** intermediary or call the marketing department on 01274 700 800.

- **We** will insure **you** against loss, damage or legal liability which may occur during the **Period of Insurance** in accordance with the Sections specified in the **Schedule** subject to the exclusions, conditions and **endorsements** of the Policy in return for payment by **you** of the premium.
- The Policy and **Schedule** and any notices should be read together as one contract and the electus proposal form, statement of fact or statement of insurance signed or agreed by **you** is the basis of the contract.
- The Policy booklet explains what is and what is not covered, how **we** settle **claims** and other important information. The **Schedule** shows the cover selected and the premium. Please keep **your Schedule** with the Policy booklet.
- Once **you** have received **your** Policy, **Schedule** and any notices please read them together to ensure that they have been prepared in accordance with the cover **you** have chosen. **You** have a cooling off period of 14 days from when **you** receive **your** Policy documents or enter into the contract, whichever is later, to make sure the cover is exactly what **you** need. If it isn't, **you** can send back **your** documents to **your** intermediary to make any necessary changes. Alternatively, **you** can request cancellation of the Policy. Please see the cancellation condition on page 19 for full details.
- Unless specifically agreed in writing between **you** and **us** this contract will be subject to English Law.
- The Policy will be written and conducted in English.

CHANGES TO YOUR CIRCUMSTANCES

Almost certainly **your** needs will change. If they do please let the broker or intermediary that arranged this Policy know. An updated **Schedule** will be sent to **you** each time an alteration is made to the cover.

If **you** have selected buildings insurance, **you** should make sure **your** sum insured remains adequate to rebuild **your home** if **you** extend or make improvements to it, such as installing double-glazing, adding a fitted kitchen or conservatory.

If **you** have selected contents and personal possessions insurance, your cover is for replacement as new. Remember to make sure **your sum insured** remains adequate to replace **your contents** if you buy new items. Jewellery, articles of precious metal, clocks, watches, paintings, works of art, antiques and stamp, medal and coin collections often change in value. **You** should make certain that these types of items are insured for the correct amount at all times.

Other changes we need to know about

You must inform **your** broker or intermediary:

- within 7 days of planning any building work within the boundaries of **your home**,
- before **you** change **your** address,
- before any change of use or occupancy of the premises.

You must inform your broker or intermediary at the next renewal date if any of the following occur at any time throughout **your** current **period of insurance**:

- **you** or a member of **your family** ordinarily residing with **you** incur any County Court Judgments or other judgments relating to debt,
- **you** or a member of **your family** ordinarily residing with **you** are made bankrupt or involved with a company which becomes insolvent or goes into liquidation,
- **you** or a member of **your family** ordinarily residing with **you** have been convicted (or charged but not yet convicted) of a non-motoring criminal offence,
- **you** become aware that **your** property or a neighbouring property has suffered or is suffering from any subsidence, heave or landslip damage,
- **you** change **your** occupation.

A new **Schedule** will be sent to **you** whenever **you** make a change to **your** insurance and each year before the annual renewal date so **you** can check that the cover still meets **your** needs.

HELPLINE SERVICES

An additional benefit of taking out a Policy with Integra is **our** after sales help and advice services. These provide customers with easy access to advice and guidance, over the phone, to deal with all kinds of events and emergencies occurring within the United Kingdom. These services are available to both **you** and **your family** free of charge during the **period of insurance**. **We** will not accept responsibility if the helpline services are unavailable for reasons outside **our** control.

Calls to helplines are free from UK landlines and mobile phones.

Please do not use these services to report an insurance claim or to chase the progress of an existing **claim**. Call Integra on 01274 700 810, our office is open 9:00am – 5:00pm Monday to Friday excluding bank holidays.

HELPLINE SERVICES: [0800 9154 780](tel:08009154780)

The advice service is provided by DAS Law Limited and/or a preferred law firm on behalf of DAS. DAS cannot accept responsibility if the helpline services are unavailable for reasons they cannot control.

To help maintain and improve standards of service all telephone calls are recorded, except those made to the counselling helpline which is a completely confidential service.

To help deal with **your** query speedily and efficiently, please have **your** policy number ready when calling.

The helpline provides assistance with the following:

EUROLAW LEGAL ADVICE SERVICE	Confidential legal advice on any personal legal problem according to the laws of member countries of the European Union, the Isle of Man, the Channel Islands, Switzerland and Norway. Advice about the law in England and Wales is available 24 hours a day, seven days a week. Legal advice for the other countries is available 9:00am-5:00pm, Monday to Friday, excluding public and bank holidays. If you call outside these times, you will be called back.
TAX ADVICE SERVICE *	Confidential advice on personal tax matters.
HEALTH AND MEDICAL INFORMATION SERVICE *	Information is provided on general health issues and guidance on a wide variety of medical matters. Advice can be given on allergies, the side-effects of drugs and how to improve overall health. Information is available on all health services including hospital waiting lists.
DOMESTIC HELP †	Arrangements will be made for help or repairs needed if you have a domestic emergency in the home , such as a burst pipe, blocked drain, broken window or building damage.
VETERINARY HELP †	If your pet is ill or injured, help will be given in finding a vet who can offer treatment.
CHILDCARE HELP *†	Arrangements will be made to help you find a range of childcare options in your area if an unforeseen event occurs (such as illness or injury to you) and you need to make alternative childcare arrangements.
HOME HELP *†	Arrangements will be made to help you find cleaning staff, au pairs and housekeepers if you need assistance to run your home in a crisis (such as illness or injury to you).

COUNSELLING HELPLINE ‡: [0800 9154 781](tel:08009154781)

You and members of **your family** will be provided with a confidential counselling service over the phone if they are aged 18 or over (or aged between 16 and 18 and in full-time employment) including, where appropriate, onward referral to relevant voluntary or professional services. **You** will pay any costs for using the services to which **you** are referred.

GLASS REPLACEMENT SERVICE ‡: [0800 9154 782](tel:08009154782)

This service is provided by a specialist glass replacement company.

Broken glass is unsightly and inconvenient and in external doors and windows is a security risk. **You** will be provided with a quick and efficient replacement service for fixed internal and external glass at a time suitable to **you**. If the damage is covered under **your** policy, you will only have to pay the **excess** shown in **your Schedule**. If the damage is not covered under **your** Policy **you** may still use the service but **you** will have to pay these costs.

Please Note:

* These services can only be accessed during office hours 9:00am - 5:00pm Monday to Friday. Outside of these times, contact will be made with the service, on **your** behalf, the next working day and **you** will be called back.

† **You** will be responsible for paying the costs of the help provided. If a **claim** is accepted for theft, loss or damage arising from the emergency such costs will be paid for, subject to the policy terms and conditions.

‡ This helpline is open 24 hours a day, seven days a week.

DEFINITIONS

The definitions given for the following words or expressions will apply wherever they appear in the **Schedule** or **Endorsements**. They also apply wherever they appear in the Policy.

accidental damage	Unexpected and unintended damage caused by sudden and external means.
administrator	Integra Insurance Solutions Ltd. Please refer to page 2 - INTRODUCTION for further information.
buildings	The home , its permanent fixtures and fittings and decorative finishes, patios, terraces, hard sports courts, sunken swimming pools, ornamental ponds, fountains, cesspits, septic tanks, central heating fuel tanks, paths, drives, walls, gates, fences, railings, lampposts, and in so far as they are fixed to the buildings, solar panels and wind turbines all contained on or within or forming the boundaries of the land at the risk address shown in the Schedule EXCLUDING: satellite television receiving equipment, television or radio aerials, aerial fittings, aerial masts or plinths.
business equipment	Personal computers including monitors and keyboards, printers, modems, telephone equipment, answering machines, facsimile machines, photocopiers and any other office equipment or furniture all owned by or the responsibility of you or the family and used by you or them for business or professional purposes.
claim	A single loss or series of losses arising from one event for which insurance is provided by this Policy.
claim payment	The amount we agree to pay for a claim . We have discretion following a claim to make payment in cash or effect necessary repair, replacement or reinstatement. The maximum amount we will pay for a claim is the sum insured shown in the Schedule plus index-linked increases less the amount of any excess or, if there is a specific amount stated in the Policy as the limit of what we will pay, we will not pay more than that limit.
contents	Household goods and appliances, furniture and furnishings, money up to £500, and any other property belonging to or the responsibility of you or a member of the family and tenants fixtures and fittings EXCLUDING: a) motor vehicles , caravans, trailers, watercraft, boats, canoes, sailboards, surfboards, hovercraft, aircraft and their parts and any accessory which is designed for and can only be used with the aforementioned, b) living creatures, livestock and pets, c) trees, bushes or plants of any kind other than houseplants normally kept in the living accommodation of the home , d) the structure, permanent fixtures and fittings and decorative finishes of the home , e) plans, drawings, deeds, documents, securities or certificates of any kind which are not defined as money , f) cookers, hobs or other cooking equipment or electrical appliances forming part of permanently fitted units, g) property, including tools and equipment, held or used wholly or partly for business or professional purposes, h) property more specifically insured either elsewhere in this Policy or on any other policy of insurance.
credit card	Credit, debit, cheque guarantee, charge, bankers and cash dispenser cards held or used by you or the family .
endorsement	A variation in the terms of this Policy.
excess	This is an amount you must pay towards each and every claim . This will be deducted from the claim payment . There are three types of excess: <ul style="list-style-type: none">• Policy excess: this is applied to all policies and is part of the Policy terms and conditions, in addition to this excess there may be a:<ul style="list-style-type: none">• voluntary excess: this is an optional amount that you can choose which will reduce your premium; and/or a• compulsory excess: these may be applied by us to your Policy to reflect your Policy risk. The excesses are shown on your Schedule and/or by endorsement .
family	You and your spouse, civil partner or domestic partner, children, foster children, parents, relatives and other persons, all permanently living in the home .
home	The structure comprising your living accommodation and, provided they are situated on or within the boundaries of the risk address shown in the Schedule , your garages, domestic greenhouses, small outbuildings and sheds, all used for domestic purpose or home office use.

Definitions – continued

index-linked	<p>The sum insured stated on the Schedule will be adjusted monthly in line with the indices shown below. If the variation in an index is a reduction we will not reduce the sum insured unless you tell us in writing to do so.</p> <p>Section 1 Buildings The House Rebuilding Cost Index produced by the Royal Institution of Chartered Surveyors</p> <p>Section 2 Contents The Durable Household Goods Section of the General Index of Retail Prices</p> <p>Section 3 Optional Extensions The sums insured under this Section will not be index-linked</p> <p>Section 4 Business Equipment The sums insured under this Section will not be index-linked</p> <p>At each renewal the premium will be calculated on the adjusted sums insured.</p> <p>Where we specify in this Policy a monetary amount up to which we will pay for a claim such specific monetary amounts are not index-linked.</p>
money	<p>Cash, currency, bank notes or coins, cheques, travellers' cheques, postal and money orders, unused postage stamps, savings certificates, bonds and premium bonds, trading stamps, savings stamps, accumulated credits for retail loyalty schemes, luncheon vouchers, gift vouchers, travel, theatre, sporting event or similar tickets held by you or the family solely for private purposes.</p>
motor vehicles	<p>Any electrically or mechanically or power driven or power assisted vehicle, toy or model other than:</p> <ol style="list-style-type: none">pedestrian controlled toys or models,pedestrian controlled golf trolleys,garden implements and equipment used by you or the family within the boundaries of the land of your home.
overseas travel	<p>Temporary absence from the home outside the United Kingdom for up to 60 days in any one Period of Insurance.</p>
Period of Insurance	<p>The period stated in the Schedule for which we agree to accept and you have paid or agreed to pay the premium.</p>
Schedule	<p>Your name and address, details of the insurance provided by this Policy, the sums insured you have selected, the Period of Insurance and the Sections of the Policy which are in force and any endorsements which apply. The Schedule forms part of the Policy.</p>
sum insured	<p>The sum insured as shown on the Schedule together with any adjustment for index-linking (where applicable) is the most we will pay for any one claim. However, if a specific limit applies (as detailed in this Policy) we shall not pay more than that specific limit.</p> <p>The sum insured under Section 1 Buildings must be adequate to rebuild the whole of the buildings in a new condition similar in form, size and style including the cost of professional fees, site clearance costs and costs incurred because of the requirements of local authorities or other statutory organisations.</p> <p>The sums insured under each of Section 2 Contents, Section 3 Optional Extensions and Section 4 Business Equipment must be adequate to replace all of the insured items taking into account the Basis of Claim Settlement described at the beginning of each of the Sections.</p>
United Kingdom	<p>Great Britain (ie. England, Scotland, Wales, the Isle of Man and the Channel Islands) and Northern Ireland.</p>
unfurnished	<p>Left insufficiently furnished for full habitation for more than 30 consecutive days.</p>
unoccupied	<p>Not lived in by you, or by any other person authorised by you, for more than 30 consecutive days.</p>
unspecified items	<p>Articles composed of precious metals or incorporating precious stones, jewellery, furs, watches, photographic or video equipment, sports equipment, binoculars, wearing apparel and other articles normally worn, used or carried. EXCLUDING:</p> <ol style="list-style-type: none">deeds, securities and documents,money and credit cards,pedal cycles,guns and firearms,living creatures, livestock and pets,property more specifically insured either elsewhere in this Policy or on any other policy of insurance.
valuables	<p>Any article composed of precious metals or incorporating precious stones, jewellery, furs, watches, works of art, antiques, curios, collections of stamps or coins or medals.</p>
we/us/our	<p>HDI Global Specialty SE UK Branch Please refer to page 2 - INTRODUCTION for further information.</p>
you/your	<p>The person(s) named in the Schedule as the Insured.</p>

SECTION 1 BUILDINGS

The **sum insured** stated in the **Schedule** is **index-linked** and will not be reduced by the amount of any **claim payment**.

Basis of Claim Settlement

1. The **sum insured** must be adequate to pay for the full cost of rebuilding the whole of the **buildings** in a new condition similar in form, size and style including the cost of expenses listed under Extension E of this Section.
2. If the **sum insured** is sufficient to pay for the cost of rebuilding as stated in 1. above and the **buildings** have been maintained in good repair **we** will, at **our** option, make a cash payment or pay the cost of repairing, reinstating or rebuilding that part of the **buildings** which has been damaged or destroyed by an Insured Peril.
3. If the **sum insured** is not sufficient to pay for the full cost of rebuilding as stated in 1. above, any **claim payment** will be reduced by the proportion which the **sum insured** bears to the full cost of rebuilding the whole of the **buildings**.
4. **We** will not pay more for each **claim** arising out of Insured Perils 1 to 17 or Extensions A or B than the **sum insured** on **buildings** shown in the **Schedule** plus **index-linked** increases.
5. **We** will not pay the cost of replacing any undamaged item or part of an item solely because it forms part of a set, suite or one of a number of items of a similar nature, colour or design, when loss or damage occurs within a clearly defined area or to a specific part and replacements cannot be matched.
6. The **excess** as shown on the **Schedule** will be deducted from the **claim payment**.

STANDARD COVER

EXCLUSIONS (see also General Exclusions)

<p>We will pay for loss of or damage to the buildings caused by the following Insured Perils:</p> <p>Insured Perils:</p>	<p>i) The amount of the excess.</p> <p>ii) Damage by wet or dry rot arising from any cause.</p>
<p>1. Fire.</p>	
<p>2. Explosion.</p>	
<p>3. Smoke.</p>	<p>3. Loss or damage by any gradually operating cause.</p>
<p>4. Lightning and thunderbolt.</p>	
<p>5. Earthquake.</p>	
<p>6. Subterranean fire.</p>	
<p>7. Theft or attempted theft.</p>	<p>7. Loss or damage:</p> <p>i) while the home is unfurnished or unoccupied,</p> <p>ii) caused by a member of the family.</p>
<p>8. Riot, civil commotion, strikes, labour and political disturbances.</p>	
<p>9. Vandalism and acts of malicious persons.</p>	<p>9. Loss or damage:</p> <p>i) caused by any person lawfully in the home,</p> <p>ii) while the home is unfurnished or unoccupied.</p>
<p>10. Escape of water or oil from:</p> <p>a) fixed tanks, apparatus (including washing machines) or pipes and damage to such items by freezing,</p> <p>b) fixed domestic oil-fired heating installation, pipes or apparatus.</p>	<p>10. a) Loss or damage:</p> <p>i) to the apparatus (including washing machines), installation or pipes themselves if caused by wear and tear,</p> <p>ii) while the home is unfurnished or unoccupied,</p> <p>iii) caused by subsidence, heave or landslip that results from an escape of water (see Insured Peril 16).</p> <p>b) Loss or damage:</p> <p>i) while the home is unfurnished or unoccupied.</p>
<p>11. Storm or flood.</p>	<p>11. Loss or damage:</p> <p>i) to gates, fences, hedges or hard sports courts and ancillary equipment,</p> <p>ii) by frost, subsidence, landslip or heave,</p> <p>iii) due to any gradually operating cause.</p>
<p>12. Falling trees or branches.</p>	<p>12. Loss or damage:</p> <p>i) to gates, fences or hedges,</p> <p>ii) resulting from felling or lopping of trees by you, the family, or on your behalf.</p>
<p>13. Impact with the buildings by any vehicle, animal or by articles dropped or falling from them.</p>	<p>13. Loss or damage caused by insects, birds or domestic pets.</p>
<p>14. Impact with the buildings by any aircraft or by articles dropped or falling from them.</p>	
<p>15. Breakage or collapse of satellite television receiving equipment, television or radio aerials, aerial fittings or masts.</p>	<p>15. Loss or damage to the equipment itself.</p>

Section 1 Buildings – continued

STANDARD COVER

Insured Perils:

- 16.** Subsidence or heave of the site on which the **buildings** stand, or landslide.

EXCLUSIONS (see also General Exclusions)

- 16. i)** Damage to or resulting from the movement of solid floor slabs unless the foundations beneath the external walls of the **home** are damaged at the same time by the same cause.
- ii)** Loss or damage:
- a) caused by or resulting from coastal or river erosion,
 - b) caused by the bedding down of new buildings,
 - c) caused by or resulting from the settlement of newly made up ground,
 - d) resulting from normal settlement, shrinkage or expansion,
 - e) due to demolition, structural alteration or structural repair.
- iii)** Loss or damage to patios, terraces, hard sports courts, sunken swimming pools, ornamental ponds, fountains, cesspits, septic tanks, central heating fuel tanks, paths, drives, walls, gates, fences, railings and lampposts unless the **home** is damaged at the same time by the same cause.

EXTENDED COVER applies only if **you** have chosen Extended Cover and **you** have paid or agree to pay the additional premium. If Extended Cover applies details are shown on the **Schedule**

EXTENDED COVER

Insured Perils:

- 17. Accidental damage.**

EXCLUSIONS (see also General Exclusions)

- 17. Damage:**
- i) caused by or arising from:
 - a) frost, damp, corrosion, rust, wet or dry rot, fungus, insects, vermin, woodworm, domestic pets, wear and tear, or any gradually operating cause,
 - b) deliberate acts by **you** or a member of the **family**,
 - c) the cost of maintenance and normal redecoration or repair work or replacing electrical or mechanical equipment following its breakdown or misuse,
 - d) faulty workmanship, defective design or the use of defective materials.
 - ii) occurring while the **home** is **unfurnished or unoccupied**,
 - iii) occurring while the **home** or any part of it is lent, let or sub-let,
 - iv) caused by or arising from Insured Perils 1 to 16 inclusive above or insured by Extensions A or B to this Section,
 - v) specifically excluded under Insured Perils 1 to 16 above or Extensions A or B to this Section.

EXTENSIONS APPLYING TO SECTION 1 – BUILDINGS

In addition to Standard or Extended Cover **you** are also insured for the following:

EXTENSION

**A
Glass and
Sanitary Fixtures**

COVER

- We** will pay the cost of replacement or repair following **accidental damage** to:
1. fixed glass (including double glazing) in windows, doors, fanlights and skylights forming part of the **home**,
 2. sanitary fixtures in the **home**,
 3. ceramic hobs in the **home** forming part of permanently fitted units.

EXCLUSIONS (see also General Exclusions)

- i) Loss or damage occurring while the **home** is **unfurnished or unoccupied**.
- ii) The amount of the **excess**.
- iii) Any amount exceeding the **sum insured** on the **buildings**.

Section 1 Buildings – continued

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions)
B Underground Services	We will pay the cost of repair following accidental damage to underground service pipes or cables for which you are legally responsible providing services to or from the home .	<ul style="list-style-type: none"> i) Any costs incurred in clearing a blockage. ii) Any costs incurred for any damage caused to service pipes or cables whilst clearing or attempting to clear a blockage. iii) The amount of the excess. iv) Any amount exceeding the sum insured on the buildings.
C Damage by Emergency Services	Damage to any part of your home including its grounds caused by emergency services in circumstances where such damage has not formed part of a claim made under this Policy. The most we will pay under this Extension is £5,000 any one claim , or in total any one Period of Insurance .	<ul style="list-style-type: none"> i) Damage caused by police raids. ii) The amount of the excess.
D Alternative Accommodation and/or Loss of Rent	<p>While the home remains uninhabitable as a result of loss or damage insured under this Section we will pay you for:</p> <ol style="list-style-type: none"> 1. the cost of reasonable alternative accommodation if this is necessary for you, the family, your domestic pets and your resident domestic employees, 2. loss of rent due to you, 3. up to two years ground rent if you continue to be liable to pay it. <p>The most we will pay under this Extension shall not exceed 20% of the sum insured on buildings each claim.</p>	<ul style="list-style-type: none"> i) Cost or rent incurred without our prior agreement.
E Professional Fees and Other Costs	<p>Following loss or damage due to an Insured Peril we will pay for, provided our prior agreement has been obtained:</p> <ol style="list-style-type: none"> 1. architects', surveyors', legal and other fees necessary to repair or rebuild the buildings, 2. the cost of making the buildings safe, removal of debris and clearing the site, 3. the additional costs of rebuilding or repair arising from compliance with government or local authority requirements. 	<ul style="list-style-type: none"> i) Any costs incurred in preparing a claim under this Policy. ii) Costs arising under a notice served by the government or local authority prior to the loss or damage.
F Contracting Buyer	When you have contracted to sell the home the purchaser will have the benefit of cover under the terms of this Section in respect of loss or damage occurring between the period of exchange of contracts and completion of the sale of the home .	<ul style="list-style-type: none"> i) Loss or damage insured under any other policy. ii) Any amount payable under Extension D - Alternative Accommodation and/or loss of Rent.
G Stolen or Lost Keys	<p>If the keys to the locks of the external doors of the living accommodation are stolen or lost, we will pay the cost of replacing the external locks and their keys up to a maximum amount of £1,000 each claim.</p> <p>The most we will pay under this Extension and Extension E of Section 2 is £1,000 in total each claim.</p>	<ul style="list-style-type: none"> i) Any additional costs incurred in fitting new locks which are better in quality, specification or style than those being replaced.
H Trees, Plants & Shrubs	We will pay for loss of or damage to your trees, plants or shrubs under Section 1 for Insured Perils 1 to 10 and 13 to 15, up to a limit of £100 per item. The most we will pay under this Extension is £1,000 any one claim , or in total any one Period of Insurance .	<ul style="list-style-type: none"> i) Storm or flood. ii) Damage caused by frost or weight of snow. iii) Damage caused by animals. iv) The amount of the excess.
I Property Owner's Liability	<p>We will pay damages and claimants' costs and expenses for which you are legally liable in respect of accidents occurring during the Period of Insurance resulting in the death of, bodily injury to or disease or illness of any person or loss of or damage to property arising:</p> <ol style="list-style-type: none"> i) solely from ownership (not occupation) of the buildings and their land, ii) under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 in respect of any private house or flat which you previously owned and occupied. <p>In addition, the insurance provided in respect of liability arising by virtue of Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 will continue for a period of seven years from the date of cancellation of this Policy in respect of the buildings insured at the date of cancellation.</p> <p>The total amount payable in respect of each claim is limited to £2,000,000.</p> <p>In addition we will pay defence costs and expenses incurred with our written consent. In the event of your death, we will indemnify your legal personal representatives under the terms of this Extension in respect of liability incurred by you.</p>	<p>Liability:</p> <ol style="list-style-type: none"> i) for death of, bodily injury to or disease or illness of a member of the family, ii) for death of, bodily injury to or disease or illness of any person employed by a member of the family where death of, bodily injury to or disease or illness arises out of and in the course of such employment, iii) for damage to property belonging to or under the control of you or a member of the family or a person employed by a member of the family, iv) arising out of any business or profession or the use of lifts or motor vehicles, v) arising from a contract, whether written or not, which imposes a liability which you or any member of the family would not otherwise have been under, vi) under Section 3 of the Defective Premises Act 1972 or Section 5 of the Defective Premises (Northern Ireland) Order 1975 where a more recently effected or current policy covers the liability.

SECTION 2 CONTENTS

The **sum insured** stated in the **Schedule** is not **index-linked** and will not be reduced by the amount of any **claim payment**.

Basis of Claim Settlement

1. The **sum insured** must be adequate to pay for the full cost of replacing all the **contents** in a new condition (after making an allowance for wear and tear and depreciation on articles of clothing and household linen).
2. If the **sum insured** is sufficient to pay for the full cost of replacing **your contents** as stated in 1. above **we** will pay for the cost of repair or, where the **contents** are lost or damaged beyond repair, **we** will, at **our** option, replace them or pay for the cost of replacing them in the same form and style as new with no deduction for wear and tear or depreciation. However, a deduction for wear and tear and depreciation will be made for clothing and household linen.
3. If the **sum insured** is not sufficient to pay for the full cost of replacing **your contents** as stated in 1. above, any **claim payment** will be reduced by the proportion which the **sum insured** bears to the full cost of replacing all **your contents**.
4. **We** will not pay more for each **claim** arising out of Insured Perils 1 to 17 or Extensions C, D or O than the **sum insured** shown on the **Schedule** nor more than the specific amounts stated in the Extensions to this Section.
5. **We** will not pay the cost of replacing any undamaged item or part of an item solely because it forms part of a set, suite or one of a number of items of a similar nature, colour or design when loss or damage occurs within a clearly defined area or to a specific part and replacements cannot be matched.
6. Under this Section **we** will not pay more than:
 - a) the **sum insured** for **contents** nor more than the amounts stated as specific inner limits in b), c) and d) below,
 - b) limit for any one **valuable** – 5% of the **sum insured** for **contents** or £1000, whichever is lower,
 - c) limit for **valuables** in total – 30% of the **sum insured** for **contents** or £7500, whichever is lower,
 - d) limit for **money** – £500.
 If **we** and **you** have agreed on limits other than those stated in b), c) and d) above such other limits are shown on the **Schedule**.
7. The **excess** as shown on the **Schedule** will be deducted from the **claim payment**.

STANDARD COVER

We will pay for loss of or damage to the **contents** in the **home** caused by the following Insured Perils:

Insured Perils:

1. Fire.
2. Explosion.
3. Smoke.
4. Lightning and thunderbolt.
5. Earthquake.
6. Subterranean fire.
7. Theft or attempted theft.
8. Riot, civil commotion, strikes, labour and political disturbances.
9. Vandalism and acts of malicious persons.
10. Escape of water or oil from:
 - a) fixed tanks, apparatus (including washing machines) or pipes and damage to such items by freezing,
 - b) fixed domestic oil-fired heating installation, pipes or apparatus.

EXCLUSIONS (see also General Exclusions)

- i) The amount of the **excess**.
- ii) Damage by wet or dry rot arising from any cause.
- iii) Loss of or damage to **contents** in detached garages, sheds or outbuildings other than as provided in Extension P.
3. Loss or damage by any gradually operating cause.
7. Loss or damage:
 - i) occurring while the **home** is **unfurnished** or **unoccupied**,
 - ii) occurring while the **home** or any part of it is lent, let or sub-let unless entry or exit is obtained by forcible and violent means,
 - iii) caused by a member of the **family**.
9. Loss or damage:
 - i) caused by any person lawfully in the **home**.
 - ii) while the **home** is **unfurnished** or **unoccupied**.
10. a) i) Loss or damage while the **home** is **unfurnished** or **unoccupied**.
- b) i) Loss or damage while the **home** is **unfurnished** or **unoccupied**.
- ii) Loss of the oil itself (see Extension G).

Section 2 Contents – continued

STANDARD COVER

EXCLUSIONS (see also General Exclusions)

Insured Perils:

11. Storm or flood.

12. Falling trees or branches.

13. Impact by any vehicle, animal or by articles dropped or falling from them.

14. Impact by any aircraft or by articles dropped or falling from them.

15. Breakage or collapse of satellite television receiving equipment, television or radio aerials, aerial fittings or masts.

16. Subsidence or heave of the site on which the **buildings** stand, or landslip.

11. Loss or damage:

- i) to property not inside the **home**,
- ii) by frost,
- iii) due to any gradually operating cause.

12. Loss or damage resulting from felling or lopping of trees by **you**, a member of the **family** or on **your** behalf.

13. Loss or damage caused by insects, birds or domestic pets.

16. Loss or damage caused by or resulting from coastal or river erosion.

EXTENDED COVER applies only if **you** have chosen Extended Cover and **you** have paid or agree to pay the additional premium. If Extended Cover applies details are shown on the **Schedule**.

EXTENDED COVER

EXCLUSIONS (see also General Exclusions)

Insured Perils:

17. **Accidental damage.**

17. Damage:

- i) caused by or arising from:
 - a) frost, damp, corrosion, rust, wet or dry rot, fungus, insects, vermin, woodworm, domestic pets, wear and tear, or any gradually operating cause,
 - b) deliberate acts by **you** or any members of the **family**,
 - c) the cost of repairing or replacing electrical or mechanical equipment following its breakdown or misuse,
 - d) faulty workmanship, defective design or the use of defective materials,
 - e) any process of cleaning, dyeing, repair, renovation or alteration,
- ii) occurring while the **home** is **unfurnished** or **unoccupied**,
- iii) occurring while the **home** or any part of it is lent, let or sub-let,
- iv) caused by or arising from Insured Perils 1 to 16 inclusive or insured by Extensions C, D, E, F or H to this Section,
- v) specifically excluded under Insured Perils 1 to 16 inclusive above or Extensions C, D, E, F or H to this Section,
- vi) to clothing or contact lenses,
- vii) to domestic pets or livestock.

EXTENSIONS APPLYING TO SECTION 2 – CONTENTS

In addition to Standard or Extended Cover **you** are also insured for the following:

EXTENSION

COVER

EXCLUSIONS (see also General Exclusions)

**A
Contents in the
Open**

We will pay for **your contents**, including garden furniture and garden ornaments, if they are lost or damaged by any of the Insured Perils 1 to 10 and 12 to 16 of this Section while they are in the open within the boundaries of the land of the **home**.
The most **we** will pay under this Extension is £1,000 in total each **claim**.

- i) Loss of or damage to **business equipment** and **money**.
- ii) Loss or damage during the course of a permanent removal to or from the **home** other than whilst in the process of loading onto or unloading from a vehicle.
- iii) Loss or damage caused by storm or flood.
- iv) Loss or damage specifically excluded under Insured Perils 1 to 10 and 12 to 16 in this Section.
- v) Loss or damage occurring while the **home** is **unoccupied**.
- vi) The amount of the **excess**.

Section 2 Contents – continued

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions)
<p>B Contents Temporarily Removed</p>	<p>We will pay for your contents if, whilst they are temporarily removed from the home to anywhere within the United Kingdom, they are lost or damaged by any of Insured Perils 1 to 6 or 8 to 16 of this Section. In addition we will pay for loss of or damage to your contents caused by or arising from theft or attempted theft while they are in:</p> <ul style="list-style-type: none"> i) any bank or safe deposit or in the course of removal to or from any bank or safe deposit by you or a member of the family, ii) an occupied private house or flat, iii) any building where you or a member of the family are employed or engaged in business, iv) any other building provided forcible and violent means of entry or exit are used. <p>The most we will pay under this Extension is £5,000 any one claim.</p>	<ul style="list-style-type: none"> i) Loss of or damage to business equipment. ii) Loss or damage to contents: <ul style="list-style-type: none"> a) removed for sale or exhibition or in a furniture depository, b) in the open caused by or arising from storm or flood, c) removed from the home and belonging to or the responsibility of any student member of the family who is living away from the home. iii) Theft of money from any building where you or a member of the family are employed or engaged in business. iv) The amount of the excess.
<p>C Mirrors and Glass</p>	<p>We will pay for loss of or damage to mirrors, glass tops, fixed glass in furniture and ceramic hobs in free-standing appliances following accidental damage. The most we will pay under this Extension shall not exceed the sum insured on contents.</p>	<ul style="list-style-type: none"> i) Loss or damage while the home is unoccupied. ii) The amount of the excess.
<p>D Home Entertainment and Computer Equipment</p>	<p>We will pay for loss of or damage to your own, or for which you or a member of the family are legally responsible, television and audio equipment, DVD and video players and recorders, computer equipment (used solely for domestic purposes) when in the home, and television aerials and satellite television receiving aerials and equipment caused by accidental damage. The most we will pay under this Extension shall not exceed the sum insured on contents.</p>	<ul style="list-style-type: none"> i) Loss of or damage to business equipment. ii) Mechanical or electrical failure, wear and tear. iii) Any process of maintenance, repair, erection, dismantling, construction or cleaning. iv) Damage to records, discs, tapes, cassettes, cartridges or computer software. v) Loss or damage caused by domestic pets, vermin or insects. vi) Loss or damage while the home is lent, let or sub-let or unoccupied. vii) Loss arising from removal by the owner with or without your consent. viii) Loss or damage caused by or arising from Insured Perils 1 to 16 in this Section. ix) Loss or damage specifically excluded under Insured Perils 1 to 16 in this Section. x) The amount of the excess.
<p>E Stolen or Lost Keys</p>	<p>If the keys to the locks of the external doors of the living accommodation are stolen or lost, we will pay the cost of replacing the external locks and their keys up to a maximum amount of £1,000 each claim. The most we will pay under this Extension and Extension G of Section 1 is £1,000 in total each claim.</p>	<ul style="list-style-type: none"> i) Any additional costs incurred in fitting new locks which are better in quality, specification or style than those being replaced.
<p>F Alternative Accommodation and/or Loss of Rent</p>	<p>While the home remains uninhabitable as a result of loss or damage insured under this Section we will pay for:</p> <ul style="list-style-type: none"> i) the cost of reasonable alternative accommodation if this is necessary for you, the family, your domestic pets and your resident domestic employees, ii) rent which you still have to pay. <p>The most we will pay under this Extension shall not exceed 20% of the sum insured on contents.</p>	<ul style="list-style-type: none"> i) Cost incurred or rent payable without our prior consent.
<p>G Oil and Water</p>	<p>We will pay for loss of:</p> <ul style="list-style-type: none"> i) oil from a domestic heating installation, ii) metered water, <p>resulting from an event constituting a valid claim arising from Insured Perils 1 to 17 in this Section. The most we will pay under this Extension is £1,000 each claim.</p>	<ul style="list-style-type: none"> i) Loss of oil or water caused by gradual leakage or evaporation. ii) Loss or damage whilst the home is unfurnished or unoccupied.

Section 2 Contents – continued

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions)
H Refrigerated and Frozen Food	We will pay for the cost of replacing food in your domestic refrigerators or freezers in the home spoiled or damaged as a result of: i) accidental breakdown of the refrigeration or freezer unit, ii) escape from the unit of refrigerant and/or refrigerant fumes, iii) accidental failure of the electricity or gas supply. The most we will pay under this Extension is £1,000 each claim .	i) Loss or damage: a) caused by the deliberate act of the supply authority or company or as a result of any strike or withdrawal of labour, b) caused by a deliberate act of you or a member of the family or by your domestic employees, c) loss or damage involving a refrigerant or freezer unit over 15 years old. ii) The amount of the excess .
I Prams and Wheelchairs	We will pay for loss of or damage to prams and wheelchairs belonging to you or to a member of the family following accidental damage in the United Kingdom or during overseas travel . The most we will pay under this Extension is £500 each claim .	i) Mechanical or electrical failure, wear and tear, depreciation or loss of use. ii) Theft of accessories unless stolen with the pram or wheelchair. iii) The amount of the excess .
J Liability as Tenant	We will pay all sums for which you are legally liable as tenant and not as owner of the home for: i) damage to the buildings by Insured Perils 1 to 15 of Section 1 Buildings, ii) accidental damage to fixed glass including double glazing forming part of the home and fixed sanitary fittings in the home , iii) accidental damage to drain inspection covers and underground service pipes or cables for which you are legally responsible providing services to or from the home .	i) Loss or damage occurring while the home is unoccupied . ii) Loss or damage specifically excluded under Insured Perils 1 to 15 in Section 1 Buildings. iii) The amount of the excess .
K Jury Service	We will pay you or a member of the family an amount not exceeding £50 per day, for a period not exceeding 20 days, in respect of irrecoverable earnings and expenses arising from service as a juror.	
L Title Deeds	We will pay for the cost of preparing new title deeds to the buildings if they are lost or damaged by any of Insured Perils 1 to 16 of this Section when in the home or in a bank or safe deposit. The most we will pay under this Extension is £2,500 each claim .	
M Fatal Injury	In the event of the death of you and/or your spouse or civil partner within 30 days of and as a direct result of bodily injury caused in the home by fire or thieves we will pay £5,000 to the legal representatives of you or your spouse or civil partner. The most we will pay under this Extension is £10,000.	
N Special Events Cover	The sum insured on contents is automatically increased by 10%: i) during the month of December, ii) for the period of one month before and one month after and during the day of the wedding or civil partnership of you or any member of the family to insure gifts against loss or damage by any of Insured Perils 1 to 16 of this Section when they are in: a) the home , b) the building where the reception is held, c) the joint main residence of the partners, d) transit between any of the locations described in a), b) and c) above, iii) for other family celebrations or religious festivals.	i) Loss of or damage to business equipment . ii) Accidental damage .

Section 2 Contents – continued

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions)
<p>O House Removal</p>	<p>We will pay for loss of or damage to your contents caused by accidental damage while in the course of removal from the home to any new permanent home within the United Kingdom provided the removal is carried out by professional removal contractors. The most we will pay under this Extension is the sum insured on contents.</p>	<ul style="list-style-type: none"> i) Loss of money. ii) Loss or damage to china, glass, earthenware and other items of a brittle nature unless packed for removal by professional packers. iii) Any amount which is the liability of the carrier. iv) The amount of the excess.
<p>P Contents Stored in Outbuildings</p>	<p>We will pay for loss of or damage to your contents which are stored or kept in detached garages, sheds or outbuildings at the home caused by any of Insured Perils 1 to 16 of this Section. The most we will pay under this Extension is £1,500 each claim with a maximum of £3,000 any one Period of Insurance.</p>	<ul style="list-style-type: none"> i) Loss of or damage to business equipment. ii) Loss of money. iii) Loss of or damage to contents in detached garages, sheds or outbuildings by theft not involving entry or exit by forcible and violent means. iv) Loss or damage while the home is unfurnished or unoccupied. v) Loss of or damage to contents stored or kept in greenhouses or in garages, sheds or outbuildings which are not situated within the boundaries of the land of the home. vi) The amount of the excess.
<p>Q Occupier's and Personal Liabilities</p>	<p>We will pay for all sums which you or a member of the family are legally liable to pay in respect of accidents occurring during the Period of Insurance resulting in:</p> <ul style="list-style-type: none"> i) death of, bodily injury to or illness of any person, ii) loss of or damage to property. <p>The most we will pay under this Extension for any one claim is:</p> <ul style="list-style-type: none"> a) £2,000,000 other than for death of, injury to or illness of your domestic employees, b) £10,000,000 in respect of death of, injury to or illness of your domestic employees for death, injury or illness arising directly out of and in the course of their employment with you. <p>We will pay for defence costs and expenses incurred with our written consent in addition to the amount of £2,000,000 stated in a) above but such costs and expenses shall be included within the amount of £10,000,000 stated in b) above.</p> <p>In the event of your death we will indemnify your legal personal representatives under the terms of this Extension in respect of liability incurred by you or a member of the family.</p>	<p>Liability:</p> <ul style="list-style-type: none"> i) for death of, bodily injury to or illness of a member of the family, ii) for damage to property belonging to or within the custody of or under the control of you or a member of the family or to a person employed by you or a member of the family, iii) arising from a contract, whether written or not, which imposes a liability which you or any member of the family would not otherwise have been under, iv) arising out of any business or profession, v) arising out of the ownership of the buildings and their land or any other land or premises, vi) arising out of the occupation of land or premises other than the buildings and their land at the address of the home shown in the Schedule, vii) arising out of the use, ownership or possession of aircraft, hovercraft, watercraft, motor vehicles for which a Certificate of Insurance is required under any Road Traffic Act, caravans or lifts, animals of a dangerous species and livestock as defined in the Animals Act 1971 (other than horses used for private hacking), viii) arising from the transmission of any communicable disease or virus.

SECTION 3 OPTIONAL EXTENSIONS

The cover under this Section applies only if **you** have chosen it as an option and operates only if **you** have paid or agreed to pay the premium for those items for which **sums insured** are shown on the **Schedule**.

The **sums insured** stated in the **Schedule** are not **index-linked**.

Basis of Claim Settlement

1. The **sums insured** shown on the **Schedule** must be adequate to pay for:
 - i) specified items - the current replacement cost of each specified valuable or other specified item.
 - ii) **unspecified items** - the maximum value of **unspecified items, valuables** and clothing that may be at risk at any one time.
 - iii) sports equipment - the current replacement cost of all such equipment and clothing owned by **you** or the **family**.
 - iv) pedal cycles - the current replacement cost of each pedal cycle and its accessories less an allowance for depreciation, wear and tear.
2. For Extensions 1, 2, 3 and 4 if the **sums insured** do represent the maximum values or current replacement costs as described in 1.i), ii), iii) and iv) above the most **we** will pay will be:
 - i) specified items - the **sum insured** for each item shown in the **Schedule**.
 - ii) **unspecified items** - the cost of repairing or replacing the insured property in the same form and style. However, for items of clothing and household linen **we** will make a deduction for depreciation, wear and tear.
 - iii) sports equipment - the cost of repairing or replacing the insured property in the same form and style. However, for items of clothing **we** will make a deduction for depreciation, wear and tear.
 - iv) pedal cycles - the **sum insured** for each item shown in the **Schedule**.
3. For Extensions 1, 2, 3 and 4 if the **sums insured** do not represent the maximum values or current replacement costs as described in 1.i), ii), iii) and iv) above any **claim payment** will be reduced by the proportion which the **sums insured** bear to the actual amount at risk or current replacement costs (less, if applicable, an allowance for depreciation, wear and tear).
4. For Extension 5 the most **we** will pay will be the cost of the value of the **money** lost or misappropriated due to the unauthorised use of a **credit card**.
5. **We** will not pay the cost of replacing any undamaged item or part of an item solely because it forms part of a set, suite or one of a number of items of a similar nature, colour or design when loss or damage occurs within a clearly defined area or to a specific part and replacements cannot be matched.
6. **We** have the option following a **claim** to make payment in cash or effect necessary repair, replacement or reinstatement.
7. The **excess** as shown on the **Schedule** will be deducted from the **claim payment**.

EXCLUSIONS APPLYING TO SECTION 3 – OPTIONAL EXTENSIONS

We will not pay for:

- i) mechanical or electrical failure or breakdown,
- ii) loss or damage arising from confiscation, detention or seizure, depreciation and deterioration from normal use or wear and tear, moths, insects, vermin, domestic pets, damp, rust, wet or dry rot or mildew, obsolescence, infestation, the action of light or atmospheric conditions or any gradually operating cause,
- iii) loss or damage due to any process of cleaning, dyeing, repair, renovation or restoration,
- iv) items used or held for business or professional purposes,
- v) theft from unattended **motor vehicles** unless from a closed glove compartment, locked luggage boot or locked luggage compartment following forcible and violent entry to a vehicle which has been locked and all windows and sun roofs closed,
- vi) loss of or damage to musical instruments caused by changes in atmospheric conditions or arising through breakage of strings, reeds, drumheads or the like or electrical or mechanical failure, breakdown or derangement,
- vii) loss or damage arising outside the **United Kingdom** except in the circumstances of **overseas travel**,
- viii) the amount of the **excess**.

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions and Exclusions applying to Section 3)
1. Specified Items	<p>We will pay for the cost of replacing or repairing the items specified in the Schedule if they are accidentally lost, destroyed, damaged or stolen. The most we will pay under this Extension for any one claim for any item is the sum insured shown in the Schedule for that item.</p>	i) The amount of the excess .
2. Unspecified Items	<p>We will pay for the cost of replacing or repairing your unspecified items if they are accidentally lost, destroyed, damaged or stolen. The most we will pay under this Extension for any one claim is:</p> <ol style="list-style-type: none"> i) £1,000 for any one article, ii) the sum insured shown in the Schedule for this Extension. 	<ol style="list-style-type: none"> i) Loss of or damage to deeds, securities and documents, money and credit cards, pedal cycles, guns or firearms, living creatures, livestock and pets. ii) Property more specifically insured either elsewhere in this Policy or on any other policy of insurance.

Section 3 Optional Extensions – continued

EXTENSION	COVER	EXCLUSIONS (see also General Exclusions and Exclusions applying to Section 3)
<p>3. Sports Equipment</p>	<p>We will pay for the cost of replacing your sports equipment and clothing if it is accidentally lost, destroyed, damaged or stolen. The most we will pay under this Extension for any one claim shall not exceed:</p> <p>i) £250 for any one article, ii) the sum insured shown on the Schedule.</p>	<p>iii) The amount of the excess. i) Motor vehicles, watercraft, caravans, trailers, hovercraft, aircraft, gliders, pedal cycles, parachutes, camping equipment or living creatures. ii) Loss of or damage to sports equipment while in use. iii) The amount of the excess.</p>
<p>4. Pedal Cycles</p>	<p>We will pay for the cost of replacing or repairing your pedal cycles if they are accidentally lost, destroyed, damaged or stolen. The most we will pay under this Extension for any one claim for any one pedal cycle is the sum insured shown in the Schedule for that pedal cycle.</p>	<p>i) Theft of any pedal cycle left both unlocked and unattended away from the home. ii) Pedal cycles owned or used wholly or partly for business purposes. iii) Theft of accessories unless the pedal cycle is stolen at the same time. iv) Loss of or damage to a pedal cycle while it is being used for racing, pacemaking or trials. v) Damage to tyres unless the pedal cycle is damaged at the same time. vi) Loss of or damage to motorised or power-assisted cycles. vii) The amount of the excess.</p>
<p>5. Personal Money and Credit Cards</p>	<p>We will pay for loss of money. The most we will pay under this Extension for any one claim for loss of money is £500.</p> <p>We will pay for loss due to unauthorised use of credit cards. The most we will pay under this Extension for any one claim for loss due to unauthorised use of credit cards is £500.</p>	<p>i) Loss of money: a) held for business purposes, b) which does not belong to you or a member of the family or for which you or a member of the family are not legally responsible, c) not reported to the police within 24 hours after the discovery of the loss, d) arising from depreciation or confiscation or shortages due to errors or omissions. ii) Loss due to unauthorised use of credit cards: a) resulting from lost or stolen credit cards which have not been reported to the police and issuing authority within 24 hours after the discovery of the loss, b) following a breach of the terms and conditions of the issuing authority, c) following fraudulent use by any person related to you, d) held by you or a member of the family for business purposes. iii) The amount of the excess.</p>

SECTION 4 BUSINESS EQUIPMENT

This Section does not provide cover for **business equipment** which is owned by or the responsibility of someone else e.g. **your** employer.

The **sum insured** stated in the **Schedule** is not **index-linked**.

Basis of Claim Settlement

1. The **sum insured** must be adequate to pay for the full cost of replacing all **your business equipment** in a new condition.
2. If the **sum insured** is sufficient to pay for the full cost of replacing **your business equipment** as stated in 1. above **we** will pay for the cost of repair or, where the **business equipment** is lost or damaged beyond repair, **we** will, at **our** option replace it or pay for the cost of replacing it in the same form and style as new with no deduction for wear and tear or depreciation.
3. If the **sum insured** is not sufficient to pay for the full cost of replacing **your business equipment** as stated in 1. above any **claim payment** will be reduced by the proportion which the **sum insured** bears to the full cost of replacing all **your business equipment**.
4. **We** will not pay the cost of replacing any undamaged item or part of an item solely because it forms part of a set, suite or one of a number of items of a similar nature, colour or design when loss or damage occurs within a clearly defined area or to a specific part and replacements cannot be matched.
5. The **excess** as shown on the **Schedule** will be deducted from the **claim payment**.

COVER

We will pay for loss of or damage to **business equipment** in the **home** caused by Insured Perils 1 to 17 inclusive described in SECTION 2 - CONTENTS. The most **we** will pay under this Section for any one **claim** shall not exceed the **sum insured** shown in the **Schedule**.

EXCLUSIONS (see also General Exclusions)

- i) The amount of the **excess**.
- ii) The Exclusions as stated within Insured Perils 1 to 17 inclusive described in SECTION 2 - CONTENTS.

GENERAL EXCLUSIONS

The following EXCLUSIONS apply to **your** policy as a whole.

We will not pay for:

1. **Radioactive Contamination/War/Sonic Booms**

Loss or destruction of or damage to any property or any loss or expenses resulting or arising therefrom or any legal liability directly or indirectly caused by or contributed to by or arising from:

 - a) ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel,
 - b) the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly,
 - c) war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power,
 - d) pressure waves from aircraft or other aerial devices travelling at sonic or supersonic speeds.
2. **Seizure or Confiscation**

Loss or damage to any property caused during seizure or confiscation or attempts at either of these by customs or other authorities.
3. **Existing Damage**

Any loss or damage occurring before the commencement of the first **Period of Insurance**.
4. **Wilful Damage**

Any wilful or malicious act by **you** or any member the **family**.
5. **Loss by Deception**

Any loss suffered by **you** due to any person obtaining property by deception.
6. **Sets/Suites**

The cost of replacing any undamaged item or part of any item solely because it forms part of a set, suite or one of a number of items of a similar nature, colour or design when loss or damage occurs within a clearly defined area or to a specific part and replacements cannot be matched.
7. **Riot/Civil Commotion**

Riot or Civil Commotion outside the **United Kingdom**.
8. **Gradually Operating Cause**

Loss or damage which happens gradually over a period of time.
9. **Pollution/Contamination**

Any loss, damage or liability arising from pollution or contamination unless caused by:

 - i) a sudden and unforeseen and identifiable accident,
 - ii) escape of oil from a domestic oil installation at the **home**.
10. **Data Recognition**
 1. Loss, destruction or damage, or
 2. Legal liability of whatsoever nature other than that for which insurance is required by the provisions of any law relating to compulsory insurance of liability to domestic employees

directly or indirectly caused by or consisting of or contributed to by or arising from the failure of any computer, data processing equipment or media, microchip, integrated circuit or similar device or any computer software, whether **your** property or not:

- a) to correctly recognise any date as its true calendar date,
- b) to capture, save or retain, and/or to correctly manipulate interpret or process any data or information or command or instruction as a result of treating any date otherwise than as its true calendar date,
- c) to capture, save, retain or to correctly process any data as a result of the operation of any command which has been programmed into any computer software, being a command which causes the loss of data or the inability to capture, save, retain or to correctly process such data on or after any date.

If otherwise covered by this Policy, the exclusion by 1. above will not apply to:

- i) theft or attempted theft,
- ii) glass, mirrors or sanitary fixtures,
- iii) **money**,
- iv) subsequent loss destruction or damage resulting from fire, explosion, smoke, lightning and thunderbolt, earthquake, subterranean fire, riot, civil commotion, strikes, labour and political disturbances, vandalism and acts of malicious persons, escape of water or oil from any fixed water apparatus or fixed oil-fired heating installation, pipes or apparatus, storm or flood, falling trees or branches, impact by any vehicle, animal or aircraft, breakage or collapse of television, radio and satellite dish aerials or masts, subsidence, heave or landslip.

General Exclusions – continued

11. War and Terrorism

Definition of Terrorism

Wherever the word “terrorism” appears in this Policy booklet or the **Schedule**, the definition of “terrorism” shall be as laid out in the following clauses:

- (1) In the **United Kingdom**, “terrorism” shall follow the interpretation as set out in part 1 of the Terrorism Act 2000 or as per any subsequent amendments thereto or successors thereof (as replicated hereunder).
- (2) In any other territory which has equivalent legislation to the Terrorism Act 2000, “terrorism” will follow the definition or interpretation in that legislation.
- (3) In any other territory, the interpretation set out in the Terrorism Act 2000 or subsequent amendments thereto or successors thereof will be deemed to be applicable.

Part 1 of the **Terrorism Act 2000** - contains the following interpretation

- “1 (1) In this Act “terrorism” means the use or threat of action where –
- (a) the action falls within subsection (2),
 - (b) the use or threat is designed to influence the government or to intimidate the public or a section of the public,
- and
- (c) the use or threat is made for the purpose of advancing a political, religious or ideological cause.
- (2) Action falls within this subsection if it –
- (a) involves serious violence against a person,
 - (b) involves serious damage to property,
 - (c) endangers a person’s life, other than the person committing the action,
 - (d) creates a serious risk to the health or safety of the public or a section of the public,
 - (e) is designed to interfere with or seriously disrupt an electronic system.
- (3) The use or threat of action falling within subsection (2) which involves the use of firearms or explosives is terrorism whether or not subsection 1(b) is satisfied.”

Third Party and Employers’ Liability Restriction

This Policy does not indemnify **you** for any liability assumed for loss or damage or cost or expense, directly or indirectly caused or occasioned by or happening through or in consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, act of terrorism or military or usurped power or confiscation or nationalisation or requisition [or any action taken in controlling, preventing, suppressing or in any way relating to any of the above] except:

1. to the extent that it is necessary to comply with the minimum requirements of the law in the **United Kingdom** relating to compulsory insurance of liability to employees.
2. where liability is judged to exist by a court of competent jurisdiction in accordance with the minimum requirements of the Road Traffic Act 1988 or subsequent amendments thereto or successors thereof or alternative applicable legislation in the territory in which the loss occurs.

Property Contamination Exclusion

This Policy does not cover loss or damage or cost or expense in respect of the property insured directly or indirectly caused or occasioned by or happening through or in consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, act of terrorism or military or usurped power or confiscation or nationalisation or requisition [or any action taken in controlling, preventing, suppressing or in any way relating to any of the above] as a result of:

1. the release or threat of release of germs, disease or other chemical or biological contagions or contaminants,
2. the use or threat of use of any nuclear device or radioactive substance.

GENERAL CONDITIONS

The following CONDITIONS apply to **your** Policy as a whole.

- 1. Observance** **We** shall not pay for any loss, damage or injury insured by this Policy if **you** or a member of the **family** or anyone acting on **your** behalf and with **your** knowledge fail to comply with all the terms and conditions of this Policy.
- 2. Reasonable Care** **You** and members of the **family** will take all reasonable steps to safeguard against loss, damage, accident or injury.
- 3. Maintenance** **You** and members of the **family** will keep the insured property in a good state of repair.
- 4. Fraud** **We** will not pay for any **claim** which is found to be fraudulent and/or exaggerated by **you** and/or any person acting for **you**.
If **you** and/or any person acting for **you**:
 - a) deliberately cause any injury or damage,
 - b) make an untrue, inaccurate or misleading statement - verbal or written,
 - c) knowingly provide inaccurate or misleading information,
 - d) knowingly provide a false, forged, amended or exaggerated document, estimate or invoice.Then **we**:
 - a) will not pay the current **claim**,
 - b) may not pay for any future **claims**,
 - c) may void the Policy with no return of premium given,
 - d) may recover the cost of previously paid **claims** from **you**,
 - e) may inform the police and/or other financial services organisations.
- 5. Claims Notification** On the happening of any event likely to give rise to a **claim** under the Policy, **you** must:
 - a) advise **us** in writing as soon as reasonably possible,
 - b) advise the police as soon as possible if the loss or damage appears to have been caused by theft, malicious persons, riot or civil commotion,
 - c) provide **us** with all evidence and information as **we** may reasonably require,
 - d) not admit liability,
 - e) immediately send to **us** any writ or summons,
 - f) tell **us** immediately if anyone makes a **claim** on **you**,
 - g) co-operate with and not abandon any property to **us**.
- 6. Arbitration** Where **we** have accepted a **claim** under this Policy but **we** and **you** cannot agree on the amount of the **claim payment**, **you** have the option to refer the disagreement on the amount of the **claim payment** to an arbitrator. The appointment of an arbitrator is governed by statutory provisions.
- 7. Cancellation** **You** have a statutory right to cancel **your** policy within 14 days from the day of purchase or renewal of the contract or the day on which **you** receive **your** policy or renewal documentation, whichever is later. This is known as the cooling off period.
If you wish to cancel and the insurance cover has not yet commenced, **you** will be entitled to a full refund of the premium paid. Alternatively, **if you** wish to cancel and the insurance cover has already commenced, **you** will be entitled to a refund of the premium paid, less a proportionate deduction for the time **we** have provided cover.
If you do not exercise **your** right to cancel **your** policy, it will continue in force and **you** will be required to pay the premium.
You may cancel the policy at any time after the cooling off period, in which event a proportion of the premium may be returned to **you**. Any return of premium will depend on whether any incident giving rise to a **claim** occurs during the **period of insurance** and on how long the policy has been in force.
You may cancel the policy by contacting **your** broker or intermediary.
In the event of cancellation by **you**, **you** must provide agreement in writing from any mortgagee or freeholder whose interest is noted in the policy.
We may cancel the policy where there is a valid reason for doing so by sending seven days' notice by recorded delivery to **your** last known address, in which event **we** will refund the unused portion of the premium. Valid reasons may include but are not limited to:
 - i where **we** reasonably suspect fraud for example in connection with a **claim** or the application process;
 - ii where there is a failure by **you** to exercise reasonable care (see point 2);
 - iii non co-operation by **you**;
 - iv use of threatening or abusive behaviour or language against **our** staff or suppliers.**You** cannot make a **claim** for an event that occurred after the date the policy was cancelled, but cancelling the policy will not affect **your** right to **claim** for an event that occurred before the date the policy was cancelled.
- 8. Contribution** **Our** liability:
 - a) shall not exceed its rateable proportion if any other insurance covers loss, damage or liability insured under this Policy,
 - b) shall be limited to the **excess** value beyond the amount of any more specific insurance up to the **sums insured** or limits stated in the Policy and **Schedule**.
- 9. Subrogation** Before or after **we** pay **your claim** **you** must if **we** ask **you** take or allow **us** to take in **your** name all the steps needed to enforce **your** rights against any other person. **We** will pay any costs or expenses involved.
- 10. Rights of Third Parties** A person who is not a party to this Policy has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any terms of this Policy but this does not affect any right of remedy of a third party which exists or is available apart from that Act.

ENDORSEMENTS

If any of these apply, details are shown on **your Schedule**. If **we** and **you** have agreed on any other **endorsements** these will also be shown on or attached to **your Schedule**.

- 1. Construction** The **buildings** are constructed other than as described in the Definition of the **buildings/home**. Details of the construction have been provided for **our** records. The premium has been calculated taking into account the details of the construction.
- 2. Restricted Theft Cover** The following additional Exclusion is added to the list of Exclusions applying to Insured Peril 7 Theft or attempted theft under the cover to SECTION 2 - CONTENTS:
iv) not involving forcible and violent entry to or exit from **your home**.
- 3. Physical Security Requirements** **We** shall not pay for loss or damage by theft or attempted theft from the **home** under the cover provided by SECTIONS 1, 2, 3 or 4 of this Policy unless **you** have installed and put into operation the following security devices and taken the following precautions at the time of the loss or damage:
a) the door used as a final exit from the **home** is fitted with:
 i) in the case of wooden or metal doors a lock conforming to British Standard BS3621 and showing the British Standard "Kitemark" or a mortice deadlock,
 ii) in the case of uPVC doors the manufacturer's installed locking device,
b) all other external doors, unless secured as in a) above, are fitted with key-operated security bolts fitted top and bottom to each leaf and supplementing any additional locks,
c) sliding patio doors not fitted with an anti-lift device are fitted with key-operated locks fitted top and bottom,
d) all ground floor and upper floor accessible windows and skylights are fitted with key-operated window locks or security bolts or key-operated locking handles or, in the case of uPVC windows, the manufacturer's installed locking device,
e) all external doors, and windows as in d) above, are secured using the above mentioned security devices whenever the **home** is left unattended,
f) when **you** and **your family** retire for the night all external doors and the windows specified in d) above, except those in occupied bedrooms, are secured using the security devices.
- 4. Intruder Alarm Requirements** **We** shall not pay for loss or damage by theft or attempted theft from **your home** under the cover provided by SECTIONS 1, 2, 3 or 4 of this Policy unless **you** have installed a burglar alarm at **your home** and **you** comply at all times with the following conditions:
a) the burglar alarm installed at **your home** be maintained in an efficient condition,
b) the burglar alarm be put into operation when **you** and **your family** retire for the night and whilst **your home** is left unattended,
c) **you** must notify **us** immediately if written notice is received from the Police warning of withdrawal of their response to calls from the alarm,
d) when **you** and **your family** retire for the night or when **your home** is **unoccupied**, all external doors and windows (accessible from the ground, adjoining roofs and porches or via downpipes) except those in occupied bedrooms are secured using the fitted security devices.
- 5. Not Used**
- 6. Deletion of Proportionate Reduction in Claim Payment** SECTION 1 - BUILDINGS - Basis of Claim Settlement - Paragraph 3 is deleted so far as the interest of any mortgagee shown in the **Schedule** is concerned.
- 7. Exclusion of Personal Effects Valuables and Money** The cover under SECTION 2 excludes loss of or damage to personal effects (which are articles of personal use usually worn or carried about the person) belonging to **you** or the **family, valuables** and **money**.
- 8. Unfurnished or Unoccupied Property** Whenever the **home** is **unfurnished** or **unoccupied** all water, gas and electricity services are turned off at the mains and any gas or oil supplies to the **home** from external or internal tanks are turned off at the isolating valves on the tanks.

HOW TO COMPLAIN

All communications regarding complaints are administered by Integra.

Our aim is to provide an excellent service to customers at all times. However, Integra understands that, from time to time, we may not live up to our own high standards and we recognise that occasionally things do go wrong. Whenever this happens, we welcome your feedback to ensure that we provide the kind of service you expect.

Policy complaints: 01274 700 820 home@integra-ins.co.uk	Claims complaints: 01274 700 810 claims@integra-ins.co.uk	All other complaints: 01274 700 800 info@integra-ins.co.uk
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Or write to us at: Integra Insurance Solutions Ltd., Currer House, Currer Street, Bradford BD1 5BA.

All complaints are taken seriously and resolved promptly and fairly. Every complaint is diligently recorded, swiftly dealt with and the outcome noted. Full details of our complaints procedure can be found on our website www.integra-ins.co.uk or printed copies are available on request.

If, after making a complaint to us, we have either:

- not provided you with a formal and final decision within 40 working days, or
- you are unhappy with our final decision and feel the matter has not been resolved to your satisfaction, you may be able to take your complaint to the Financial Ombudsman Service.

A complaint referred to the ombudsman must normally be made within six months of receipt of a final written response.

The Financial Ombudsman Service

Customer helpline

Open Monday to Friday – 8.00am to 8.00pm, Saturday - 9.00am to 1.00pm.

0800 023 4 567 calls to this number are free on mobile phones and landlines.

0300 123 9 123 calls to this number cost no more than calls to 01 or 02 numbers.

These numbers may not be available from outside the UK - so please call +44 20 7964 0500 when abroad.

Address

Financial Ombudsman Service, Exchange Tower, London E14 9SR

Email and website

Email: complaint.info@financial-ombudsman.org.uk

Website: www.financial-ombudsman.org.uk

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS) which means that you may be entitled to compensation if we are unable to meet our obligations to you.

For further information on the FSCS, please visit www.fscs.org.uk or by contacting:

Financial Services Compensation Scheme, 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU.

Tel: 0800 678 1100 or 0207 741 4100

Email: enquiries@fscs.org.uk

Please carefully read this information regarding your data privacy and share it with anyone named in your schedule as it will also apply to them.

In regard to data protection and how we use your data the following definitions will apply:

Personal information

Any information given to **us** about you, by you or anyone else in connection with this insurance.

Sensitive personal data

Some of the **personal information** that **we** ask you to provide is known as sensitive personal data. This may include information relating to convictions such as county court judgments. **We** need to use sensitive personal data to arrange and manage your policy, and to provide the services described in your policy documents such as dealing with claims.

We/our/us

HDI Global Specialty SE UK Branch as the underwriter and Integra Insurance Solutions Ltd., as the administrator of your policy.

We take appropriate security measures to safeguard all information supplied whether personal or non-personal. The details provided below are a summary of how **we** collect, use, share, transfer and store your **personal information**. The collection and subsequent processing of your **personal information**, how it is held and used by **us** meets all relevant data protection legislation.

Secure technology and procedures are used to help protect your information from inappropriate use and these are revised and updated as new technology becomes available. **We** also take reasonable security measures to protect your **personal information** in storage.

For full details of our privacy policy, please go to www.integra-ins.co.uk/privacy-policy or contact:

Integra Data Protection Officer, HDI Global Specialty SE UK Branch, 10 Fenchurch Street, London EC3M 3BE

✉ dpo@integra-ins.co.uk

How we obtain and use your personal information

You provide **personal information** to your broker as part of your application for home insurance cover either in writing or by phone. **We** use this information in order to underwrite, manage and administer your insurance policy and/or any claims that you may make under the terms of your policy. **We** may also keep information contained in any correspondence you may have with **us** by post or by email and **we** may record telephone conversations. The information **we** hold may include:

- your name, address and contact details and date of birth;
- your property construction details, details of what you want to insure, your occupation, and your claims history;
- **sensitive personal data**, where you have provided **us** with **sensitive personal data** relating to someone else, you confirm you have informed them that you have shared this data with **us**.

This information is necessary for **us** to be able to provide you with a home insurance policy.

Do we use your personal data for marketing purposes?

Any information that you choose to give **us** will not be used for marketing purposes by **us**. **We** will hold your **personal information** only for the purposes of managing and administering your insurance policy and/or any claims that you may make under the terms of your policy. In the event of a claim **we** may use your contact details to issue you with a claims survey.

Sharing your information

We will keep information about you confidential and for the purpose of administering your insurance policy and any claims made against the policy **we** will from time to time share your **personal information** with a number of different organisations, such as:

- other companies within the Group – for the purpose of statistical analysis, audit and compliance monitoring;
- lawyers, loss adjusters and/or third parties providing a service to **us** or on **our** behalf;
- organisations that have a specific role laid out in law, such as statutory bodies, regulatory authorities and other authorised bodies, or where **we** have a duty to, or are permitted to disclose your **personal information** to them by law;
- fraud prevention and credit reference agencies.

We will never share your **personal information**, unless required to do so by law, without the appropriate and necessary care and safeguards being in place.

Keeping your information

We will keep your **personal information** only for as long as is reasonably necessary in order to:

- provide **our** services to you; and
- fulfil **our** legal and regulatory obligations.

For more information about this, please see **our** privacy policy www.integra-ins.co.uk/privacy-policy

Transfer of your personal data outside of the European Economic area (EEA)

We do not currently transfer your **personal information** outside the EEA. If in the future we transfer your **personal information**, in accordance with the terms of this policy outside of the EEA, we will make sure that the receiver agrees to provide the same or similar protection as we do and they will only use your **personal information** in accordance with **our** instructions.

Dealing with others acting on your behalf

We will deal with individuals you nominate, including third parties we reasonably believe to be acting on your behalf providing they are able to answer **our** security questions.

Your rights

You have a number of rights in relation to the information that **we** hold about you, including:

- the right to access **personal information** we hold about you, known as a subject access request;
- asking **us** to correct, delete or restrict processing of your **personal information**;
- withdrawing the permission that you previously provided for **us** to use your **personal information**;
- the right to receive your **personal information** which you provided, in a commonly used and machine-readable format for onward transmission by you;
- the right to object to processing based on the legitimate interests grounds, unless **our** reasons for that processing outweigh any prejudice to your data protection rights;
- complaining to the Information Commissioner's Office (ICO) at any time if you object to the way **we** use your **personal information**.
For more information, please see www.ico.org.uk or call the ICO on 0303 123 1113.

We are able to provide literature and communications in the following alternative formats: Braille, large print and audio tape. If you require this document in any of these formats, please contact your intermediary or call the marketing department on 01274 700 800.



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