

## Collection & Use of Data by the Policy Administrators

The Policy Administrators, Citymain Administrators Limited (Citymain), may use information you provide during the quotation / application / buying process for this insurance for the following purposes:

**Insurance Administration** – This includes sending you your policy documentation, managing your policy on an ongoing basis, collecting premiums, and providing other services to you such as claims administration and fraud prevention.

**Sharing Data** – Citymain may share information with the insurer of your policy (e.g. for underwriting purposes), other insurers, regulatory bodies, medical practitioners, other parties who provide services under your policy, and website developers.

By proceeding with your application for insurance, you are agreeing to Citymain collecting, using and sharing personal information in the ways described above.

You are entitled, on payment of a fee to Citymain, to see details of the information Citymain holds about you. If any of the information held is inaccurate, Citymain will make any necessary amendments and confirm to you that the amendments have been made.

Once your insurance ends, the data that Citymain holds will not be kept for longer than is necessary for the purpose for which it was collected.

When you supply credit/debit card details, bank account details or other personal details, such as your email address, Citymain encrypt that information. This means that the information is protected by a unique “key”, or code, as it travels over the internet. The key will be different every time you make a purchase and makes it extremely difficult for outsiders to see it.

At no point is your personal, credit/debit card or bank account information sent over the internet without encryption. Your information, therefore, is safer than if you revealed it to someone over the telephone.

Citymain will take all reasonable care to keep the details of your policy and credit/debit card or bank account information secure but, unless Citymain has been negligent, Citymain will not be liable for any losses you may suffer as a result of unauthorised access by a third party to the information transmitted by you to Citymain via the website.

Citymain takes its responsibilities to protect you from fraud very seriously. To fulfil this obligation, Citymain sometimes has to supplement the information you provide with information from third party sources - usually in order to make sure that no-one else is using your credit/debit card or bank account. Citymain does not keep this information any longer than necessary.