

## CyberClear

Proposal form for companies sub-£10 million turnover

**This proposal form is for new business to Hiscox for UK-based companies with an annual turnover of under £10 million.**

This proposal form

In deciding whether to accept the insurance and in setting the terms and premium, we rely on the information you have given us.

You must:

- give a fair presentation of the risk to be insured by clearly disclosing all material facts and circumstances (whether or not subject to a specific question) which you, your senior management and those responsible for arranging this insurance, know or ought to know following a reasonable search;
- ensure that all information provided is true, accurate and complete;
- tell us, as soon as possible, if there are any changes to the information you have given us. If you are in any doubt, please contact your insurance broker.

### 1. Your business

Business name:

Main address:

Postcode:

Website:

#### 1.1 Your employees

Your total number of employees (including subsidiaries):

#### 1.2 Accredited information security standards

Has your organisation been accredited with any information security standards?

Cyber Essentials  Cyber Essentials Plus  ISO 27001  NIST CSF

Other, please specify:

#### 1.3 Business activities

Please describe the nature of your business activities:

#### 1.4 Your financial details

Please provide your turnover including fee income:

	Past year ending / /	Current year	Estimate for coming year
Total income	£	£	£
Income generated in the USA	£	£	£
Web sales (total)	£	£	£

#### 1.5 Personal data

For how many people (including customers and suppliers, but excluding employees) do you process, transact or store basic profile information (name, address, email, phone number)?

None	<input type="checkbox"/>	500,000 – 999,999	<input type="checkbox"/>
Less than 100,000	<input type="checkbox"/>	1,000,000 – 5,000,000	<input type="checkbox"/>
100,000 – 499,999	<input type="checkbox"/>	Over 5,000,000	<input type="checkbox"/>

## CyberClear

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#### 1.6 Sensitive information

For how many people (including customers and suppliers, but excluding employees) do you process, transact or store any of the following information:

- a. credit or debit card information;
- b. bank details;
- c. medical information; or
- d. government issued identification?

None	<input type="checkbox"/>	750,000 – 999,999	<input type="checkbox"/>
Less than 100,000	<input type="checkbox"/>	1,000,000 – 1,999,999	<input type="checkbox"/>
100,000 – 249,000	<input type="checkbox"/>	2,000,000 – 2,999,999	<input type="checkbox"/>
250,000 – 499,999	<input type="checkbox"/>	3,000,000 – 5,000,000	<input type="checkbox"/>
500,000 – 749,999	<input type="checkbox"/>	Over 5,000,000	<input type="checkbox"/>

#### 1.7 Security controls

- a. Do you have a formal password policy that explains good password hygiene, such as not using obvious or repeated passwords, for all systems providing access to personal or confidential information? Yes  No
- b. Do you update all systems including firewalls and anti-virus software at least every 30 days? Yes  No
- c. Are full system backups taken at least weekly and stored either off site or disconnected from your network? Yes  No
- d. Do you have a policy to encrypt mobile computing devices (for example laptops, tablets, mobile telephones, PDAs) and portable data storage media (for example external drives or magnetic tapes) which hold, process, transact or store any of the personal data referred to in 1.7? Yes  No
- e. Do all users with remote access provide at least two different forms of identification ('multi-factor authentication') to verify their identity prior to log-in? Yes  No

If you have answered No to any of the above, please provide additional information as to what systems, policies or procedures you do have in place.

#### 1.8 Cyber crime, telephone hacking and social engineering

- a. Do you require multi-factor authentication for all online banking logins? Yes  No
- b. Do you ensure multi-factor authentication for any fund transfer? Yes  No
- c. Do you have a process in place to confirm that any payment requests received by email are from a known source? Yes  No

If you have answered No to any of the above, please provide additional information as to what systems, policies or procedures you do have in place:

## CyberClear

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1.9 Cover required

Please indicate:

Limit required

Excess requested

### 2. Claims, losses and circumstances

- a. Have you suffered any loss or has any claim whether successful or not ever been made against you? Yes  No
- b. Are you aware of anything that may lead to a claim, loss or other liability that might be covered under the policy? Yes  No
- c. Have you ever been investigated in respect of personal data, including but not limited to payment card information, or your privacy practices? Yes  No
- d. Have you been asked to supply any regulator or similar body with information relating to personally identifiable information or your privacy practices? Yes  No
- e. Have you ever been asked to sign a consent order or equivalent in respect of personally identifiable information or your privacy practices? Yes  No
- f. Have you ever received a complaint relating to the handling of someone's personally identifiable information? Yes  No

If you have answered Yes to any of the above, please specify details (attach additional information if required):

### 3. Insurance details

**Please note that cover is subject to acceptance by Hiscox and will only commence once all necessary underwriting has taken place and you have received confirmation of cover from Hiscox.**

### 4. Material information

Please provide us with details of any information which may be relevant to our consideration of your proposal for insurance. If you have any doubt over whether something is relevant you should consult your insurance broker.

Is there anything else that you would like to tell us about you or your business? (Please attach additional pages if necessary).

Yes  No

### 5. Using your personal information

Hiscox is a trading name of a number of Hiscox companies. The specific company acting as a data controller of your personal information will be listed in the documentation we provide to you. If you are unsure you can also contact us at any time by telephoning 01904 681198 or by emailing us at [dataprotectionofficer@hiscox.com](mailto:dataprotectionofficer@hiscox.com).

We collect and process information about you in order to provide insurance policies and to process claims. Your information is also used for business purposes such as fraud prevention and detection and financial management. This may involve sharing your information with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us monitor and improve the service we provide.

For further information on how your information is used and your rights in relation to your information please see our privacy policy at [www.hiscox.co.uk/cookies-privacy](http://www.hiscox.co.uk/cookies-privacy).

## CyberClear

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### 6. Declaration

**Please read the declaration carefully and sign at the bottom.**

I/we confirm that the information given in this proposal form and any additional sheet is true, accurate and complete and I have made a fair presentation of the risk.

Name of director/officer/board member/senior manager

Signature of director/officer/board member/senior manager

Date

**A copy of this proposal should be retained for your records.**

### 7. Complaints

Hiscox aims to ensure that all aspects of your insurance are dealt with promptly, efficiently and fairly. At all times Hiscox are committed to providing you with the highest standard of service. If you have any concerns about your policy or you are dissatisfied about the handling of a claim and wish to complain you should, in the first instance, contact Hiscox Customer Relations in writing at:

Hiscox Customer Relations  
The Hiscox Building  
Peasholme Green  
York YO1 7PR

or by telephone on 0800 116 4627/01904 681 198  
or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com).

Where you are not satisfied with the final response from Hiscox, you also have the right to refer your complaint to the Financial Ombudsman Service. For more information regarding the scope of the Financial Ombudsman Service, please refer to [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).