

GDPR action checklist for brokers

A handy download and print checklist to keep you on track with the actions you need to take to ensure your business is GDPR compliant for the 25 May 2018.



Data transfer

Personal data

- Email uk&igdpr@hiscox.com with the subject line '*personal data encryption*' to make arrangements to enforce encryption and ensure all our email communications are encrypted.

Sensitive data

- Email uk&igdpr@hiscox.com with the subject line 'secure message facility' if you share sensitive data with us and would like to use our secure message facility.



Fair Processing Notice (FPN)

Delegated authorities

- Replace existing FPNs with the new short form FPN from Hiscox.
- Update policy schedules with the new Hiscox short form FPN.

Non-delegated authorities

- Update FPN to be GDPR compliant.

Contract changes

- Review and confirm acceptance of the TOBA changes.

To discuss any of the above further or to arrange your data transfer mechanisms please contact the Hiscox UK and Ireland GDPR team at uk&igdpr@hiscox.com.
