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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Your business** | Business name: | | |  | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  | Main address: | | |  | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  | Postcode: | | |  | | |  | | | | | | |
|  |  | | | | | | | | | | | | |
|  | Website: | |  | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| 1.1 Your employees | Your total number of employees (including subsidiaries): | | | | | | | | | | |  | |
|  |  | | | | | | | | | | | | |
| 1.4 Business activities | Please describe the nature of your business activities and include those of any subsidiaries that you want to be covered: | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| 1.5 Your financial details | Please provide your turnover including fee income: | | | | | | | | | | | | |
|  |  | | | | Past yearending **/  /** | | | | Current year | | Estimate for coming year | | |
| Total income | | | | £ | | | | £ | | £ | | |
| Generated in the USA | | | | £ | | | | £ | | £ | | |
|  | Web sales | | | | £ | | | | £ | | £ | | |
|  |  | | | | | | | | | | | | |
| 1.6 Types, volumes and encryption of personal data | Please provide details of personal information (in both electronic and non-electronic form)  you process or store using the following table. N.B. this should include information relating  to employees (past, present and prospective), as well as third parties. | | | | | | | | | | | | |
|  | Type of sensitive information transmitted, processed or stored: | | | | | | | | | | | | |
| Names, addresses and email addresses | Individual taxpayer ID/ NI numbers | | | | Driver’s license, passport  or other ID numbers | | Financial account records | | Payment card data | | | Other: Please specify |
| Number of records transmitted or processed per year |  |  | | | |  | |  | |  | | |  |
| Maximum number  of records stored  on your network at  any one time |  |  | | | |  | |  | |  | | |  |
| Always encrypted while at-rest on the network? | Yes  No | Yes  No | | | | Yes  No | | Yes  No | | Yes  No | | | Yes  No |
| Always encrypted while in-transit within and out of the network?\* | Yes  No | Yes  No | | | | Yes  No | | Yes  No | | Yes  No | | | Yes  No |
| Always encrypted on mobile computing devices?\*\* | Yes  No | Yes  No | | | | Yes  No | | Yes  No | | Yes  No | | | Yes  No |
| Always encrypted  on portable data storage media?\*\*\* | Yes  No | Yes  No | | | | Yes  No | | Yes  No | | Yes  No | | | Yes  No |
|  | | | | | | | | | | | | | |
| \*including on wireless networks, in file transfers and in email.  \*\*including laptops, tablets, mobile telephones, PDAs.  \*\*\* including USB sticks, flash drives, magnetic tapes. | | | | | | | | | | | | | |

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| **2. Security controls** | 1. | Do you have a defined process implemented to regularly patch your systems and applications? | | | | Yes  No |
|  | 2. | Do you use anti-virus software and regularly apply updates/patches? | | | | Yes  No |
|  | 3. | Have you installed and do you maintain a firewall configuration to protect your system? | | | | Yes  No |
|  | 4. | Do you back-up files on your system (including your website) at least weekly and store off site? | | | | Yes  No |
|  | 5. | Are all passwords changed at least every 60 days? | | | | Yes  No |
|  | 6. | Do you have written clearance procedures in place regarding use, licensing and consent for third-party content used by you on your website or in promotional materials? | | | | Yes  No |
|  | 7. | Do you accept credit card payments in your facilities or via the web? | | | | Yes  No |
|  |  | If Yes, please answer the following questions: | | | |  |
|  |  | a. | do you outsource all of your payment processing? | | | Yes  No |
|  |  | b. | do you ever store or transmit credit card details on your network, even momentarily? | | | Yes  No |
|  | 8. | Are you compliant with the most recent applicable Payment Card Industry Data Security Standards (PCI DSS)? | | | Yes  No  Not applicable | |
|  |  | If Yes: | | |  | |
|  |  | a. | to what certification level? | Level 1  Level 2  Level 3  Level 4 | | |
|  |  | b. | when was your last assessment? | | |  |
|  |  | | | | | |
| **3. Claims and incidents** | 1. | Have you suffered any loss or has any claim whether successful or not ever been made against you? | | | | Yes  No |
|  |  | If Yes, please specify details (attach additional information if required): | | | | |
|  |  |  | | | | |
|  |  | | | | | |
|  | 2. | Are you aware of any matter which is likely to lead to you suffering a loss or a claim being made against you? | | | | Yes  No |
|  |  | If Yes, please specify details (attach additional information if required): | | | | |
|  |  |  | | | | |
|  |  | | | | | |
|  | 3. | Have you ever been investigated in respect of personally identifiable information, including but not limited to payment card information, or your privacy practices? | | | | Yes  No |
|  | 4. | Have you been asked to supply any regulator or similar body with information relating to personally identifiable information or your  privacy practices? | | | | Yes  No |
|  | 5. | Have you ever been asked to sign a consent order or equivalent in respect of personally identifiable information or your privacy practices? | | | | Yes  No |
|  | 6. | Have you ever received a complaint relating to the handling of someone’s personally identifiable information? | | | | Yes  No |

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| **4. Declaration** | Please read the declaration carefully and sign at the bottom. | | |
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| 4.2 Your 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.  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. | | |
|  |  | | |
| 4.3 Declaration | In deciding whether to accept the insurance and in setting the terms and premium, we have relied 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, yoursenior management and those responsible for arranging this insurance ,know or ought to know following a reasonable search; * take care by ensuring that all information provided is correct, accurate and complete.   I /we confirm that the information given in this proposal form is correct, accurate and complete and I have made a fair presentation of the risk. | | |
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|  |  |  |  |
|  | 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.** | | |
|  |  | | | |
| 4.4 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, please 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.  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. | | |