



BAY MARINE INSURANCE CONSULTANTS LIMITED DATA PROTECTION NOTICE

Data Protection

Information that you supply to us will be collected and used in accordance with the Data Protection Act 1998 and other applicable UK legislation. We do our best to ensure that your details are accurate and kept up to date, however if you become aware of any inaccuracies please ask for these to be corrected. We hold information about you for the regulatory period.

The information that you disclose to us is used to provide and maintain your insurance policy, including underwriting, claims handling, credit checking and for the investigation of or prevention of crime. This may include disclosing your information to insurers either directly or via those acting for insurers (e.g. loss adjusters and investigators), service providers, regulatory authorities or to our agents who provide services on our behalf.

We have entered into contract terms with all of the companies to whom we pass your data, requiring them to comply with the provisions of the Data Protection Act 1998.

Information that you provide may be stored as computer records and/or in paper files and may be used for marketing and statistical purposes. If you wish to opt out of any marketing scheme which we conduct please contact the Data Processing Co-Coordinator either by email at admin@baymarineinsurance.co.uk or by writing to Bay Marine Insurance Consultants Ltd, Cardiff Marine Village, Penarth Road, Cardiff, CF11 8TU.

We may monitor or record telephone calls in order to improve our service.

The Data Controller is Bay Marine Insurance Consultants Limited.

Personal Information Access Rights

On payment of the appropriate fee, The Data Protection Act 1998 gives you the right to access the personal information that we process about you. This will be information that you have provided us in connection with your policy. To obtain access to personal information we hold about you, please send either a written or electronic request, using the reference 'Subject Access Request' (SAR), to the Data Processing Co-Coordinator at Bay Marine Insurance Consultants, Cardiff Marine Village, Penarth Road, Cardiff, CF11 8TU or via the Comments / Feedback Form on the 'Contact' page of our website.

Please note that we may ask you for proof of the identity such as a council tax bill, driving licence or passport and we may request additional information from you so that we can respond to your SAR. We will respond to your SAR no later than 40 days after receiving it, however this period does not start we receive any additional information we request and until we receive any fee payable.