

**Rowett Insurance Broking Limited**  
**General Data Protection Regulation**

**Privacy Notice**

Rowett Insurance Broking Limited are required by law to obtain your explicit consent to capture, retain and process your personal information as part of our service to be able to offer to you general insurance products.

**Lawful Basis of Processing**

Our basis of lawful processing falls under the category of the performance of a contract, we are unable to assist you with your requirements without you supplying to us the information.

The information you provide will be saved on our files, which could be a mixture of paper or electronic format.

We will provide your information to a range of insurance providers when looking to obtain quotations on your behalf. A list of the insurers who have been provided with the information can be provided upon request.

Your information maybe transferred outside of the UK as some of the insurers we use are not UK registered companies.

If you choose to proceed with a quotation provided to you we may need to share your information with others these may include finance providers if you choose to pay by direct debit, and in the event of a claim your information maybe be shared with outsourced claims companies and loss adjusters to assist you with your claim. Information may also be shared with the Financial Conduct Authority, The Financial Ombudsman, The Financial Services Compensation Scheme, The Motor Insurance Database and the Motor Insurance Bureau, the Information Commissioners Office, SSP our software provider, Sanctions Search, credit reference agencies, insurance industry databases, such as the claims and underwriting exchange the insurance fraud register and employers liability tracing office, government agencies such as the driving and vehicle licencing agency, joint policy holders and joint beneficiaries and the police.

**Data Retention**

Your information will be retained for as long as we have reasonable business needs and for as long as we provide you with a service and for as long as someone could make a claim against us.

**Your rights under the data protection laws are as follows:**

- The right to be informed about processing of your personal information
- The right to have personal information corrected if it is inaccurate and to have incomplete personal information completed.
- The right to object to the processing of personal information
- The right to have personal information erased
- The right to request access to your personal information and to obtain information about how we process it.
- The right to move, copy or transfer your personal information
- Rights in relation to automated decision making which as a legal effect or otherwise significantly affects you.

**Contact Us**

We have a data protection champion who can be contacted directly by:

Phone: 01726 61811

Emailing [Office@rowett-insurance.co.uk](mailto:Office@rowett-insurance.co.uk)

Writing to us at 1 Southview House, St Austell Enterprise Park, Treverbyn Road, St Austell, Cornwall, PL25 4EJ.

**Withdrawing Consent**

You are able to withdraw your consent at anytime in relation to us processing your personal data by contacting us at [office@rowett-insurance.co.uk](mailto:office@rowett-insurance.co.uk)

**Complaints**

The Information Commissioners Office are responsible enforcing Data Protection laws <https://ico.org.uk/>. You have a right to complain at any time to the Information Commissioners Office.