

# Clergy Discipline and Terms of Service Legal Protection insurance

## APPLICATION FORM

**To Ecclesiastical Insurance Office plc, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom.**

The following questions help us to assess the risk. When answering these questions, or when we ask you to confirm or amend details, it is your duty to take reasonable care to ensure that the information given is truthful and accurate. If you fail in this duty it may have adverse consequences on your insurance policy including, in the worst case scenario, refusing all claims, cancelling the policy from the beginning and retaining all premiums paid. You should keep a record (including copies of letters) of all information supplied to us in connection with this insurance.

Any telephone calls you make to us may be monitored or recorded.

### How we use your data

We take data protection seriously and your privacy is important to us. We will process your data in accordance with the applicable data protection law. Please ensure you read the 'How we will use your data' notice at the end of this form.

1

**Title**

**First names**

**Surname**

2

**Postal address**

Postcode:

Telephone:

Email:

3

**Do you hold office on Common Tenure under the Ecclesiastical Offices (Terms of Service) Measure 2009?**

Yes

No

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**Have you ever been the subject of, or are you aware of any facts or circumstances which may lead to, a disciplinary hearing under the Clergy Discipline Measure 2003 or the Church in Wales Constitution and clergy handbook or, if applicable, a grievance procedure, capability inquiry or other dispute concerning your terms and conditions of service under the Ecclesiastical Offices (Terms of Service) Measure 2009?**

Yes No 

If 'Yes', please give details

  
  


5

**Cover start date**

(Please note: unless we have confirmed otherwise, no insurance will be in place until we have accepted this application)

## Law applicable

It is our intention to apply the law that applies on the part of the United Kingdom, Channel Islands or Isle of Man where you reside. Otherwise the law of England and Wales applies.

## How we will use your data

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office plc ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

## Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

## Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at [www.ecclesiastical.com/privacypolicy](http://www.ecclesiastical.com/privacypolicy) or contact our Data Protection Officer at Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on **0345 6073274** or email [compliance@ecclesiastical.com](mailto:compliance@ecclesiastical.com).

## Declaration

I confirm that as far as I am aware the statements made by me or on my behalf in connection with this insurance are true and complete. I agree to accept a policy in the Company's usual form for this class of business.

Signature

Date

If you would like this application in large print, braille, on audio tape or computer disc please call us on

**0345 777 3322.**

You can also tell us if you would like to always receive literature in another format.



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Gloucester Business Park, Brockworth,  
Gloucester, GL3 4AW, United Kingdom