

## ELECTRONIC EQUIPMENT INSURANCE PROPOSAL FORM



*Thank you for taking time to fill this form. Fidelity Shield Insurance Company Limited is committed to processing your personal information according to the provisions of the Data Protection Act, 2019. Please take time to carefully read the Privacy Notice attached at the end of this form before filling in your details for more details about how we collect, use and safeguard your personal information.*

1. Name of proposer \_\_\_\_\_ Address \_\_\_\_\_

Type of trade or business \_\_\_\_\_

Location of equipment to be insured (address of building, story) \_\_\_\_\_

Structure of building steel skeleton brickwork concrete wood.

2. Has any of the equipment to be insured previously been covered by other insurance companies? Yes ☐ No ☐

If not, which items of the specification and by which companies? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

State when the insurance is to commence Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Period of the insurance to expire at the same date and time next year.

3. Is all the equipment to be insured new? Yes ☐ No ☐

If not, which items of the specification are second hand? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What equipment can still be obtained ex works? State items of the specification \_\_\_\_\_

\_\_\_\_\_

4. Condition of equipment

Is the equipment maintained in accordance with the manufacturers' instructions? Yes ☐ No ☐

5. Quality of staff Have operators been trained with the manufacturer? Yes ☐ No ☐

6. Is there a risk of flood and inundation Yes ☐ No ☐

If so, by: Bodies of water ☐ Torrential rainfall ☐ Sewer backflow ☐ Other \_\_\_\_\_

7. Are dangerous materials used in the vicinity? Yes ☐ No ☐

If no specify: acids ☐ Prepared or sensitized papers ☐ Iye ☐ Test solutions ☐

Developers ☐ Explosives ☐ Isotopes Others \_\_\_\_\_

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We hereby declare that the statements made by us in this questionnaire and Proposal are to the best of our knowledge and belief complete and true and we hereby agree that this Questionnaire and Proposal forms the basis and is of any policy issued in connection with the above risk(s). It is agreed that the insurers are liable in accordance with the terms of the policy only and that the insured will not lodge any other claims of whatever nature. The Insurers undertake to deal with this information in strict confidence.

*I hereby declare to the best of my knowledge, that the personal information provided in this form is true, complete, and accurate. I will immediately inform the Company in writing of any changes to the information or details provided in this form.*

Executed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_

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*Fidelity Shield Insurance Company would, on occasion, like to keep you updated about its products and services which it considers may interest you.*

*Please tick any of these boxes indicating how you wish to receive our updates.*

☐ SMS

☐ Phone Call

☐ Email

*If you wish to opt out of receiving these communications, please send us an email at [info@fidelityshield.com](mailto:info@fidelityshield.com) or write to us on P. O. BOX 47435 or call us on +254(0)709988000.*

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### PRIVACY NOTICE

Fidelity Shield Insurance Company Limited ("THE COMPANY" "The Company" "We" "Us") is a leading general insurance service provider offering a wide range of insurance products and services to individuals, corporates, small and medium enterprises, and the government. The company continuously reviews its operating processes, products and services to ensure that it sustainably delivers quality to exceed its customers' expectations. This Privacy Notice provides an overview of information we collect about you, how we use and safeguard it. Please click this link to read the Company's Corporate Privacy Notice. <https://fidelityshield.com/>.

#### 1. Scope of this Privacy Notice

This Privacy Notice applies to our customers (new & existing), agents/brokers or anyone who interacts with us regarding our services in any way. We refer to these individuals as ("you," "your") in this Notice. This Privacy Notice informs you of how we process, use and safeguard your personal information.

#### 2. How we collect your personal data

We collect personal data directly from by email, phone call or by hardcopy forms, book entries or correspondence such as letters. We also collect your information indirectly when you purchase our products or make enquiries or complaints through our website or through CCTV installed at any of our offices. When you give us any information about other people, you must ensure that they have Notice of this Privacy Notice and are comfortable with you disclosing such information.

#### 3. Categories of personal data we collect.

We process the following categories of personal information about you: biodata, contact information, identification information, location data, source of income, claims details, response given to questions contained in our proposal or claim forms, information contained in policy documents, premium details, online identifies such as cookies and related tags, past claims history, any questions and complaints you may have. We also process sensitive personal data such as your gender, sexual orientation, marital status, property details including financial and health data. In relation to your beneficiaries and next of kin, we may process their biodata including names, contact information and location data.

#### 4. How we use your personal data

The information you provide us will be used to process your insurance claim, to underwrite insurance products and provide you policy covers, process premiums, generate quotes, conduct KYC background checks before issuing you policy covers, seek valuation services before issuing you policy cover, to determine whether to engage the services of loss assessors, investigators or adjusters, to evaluate the legitimacy of your claim, to facilitate payment of your claim, process your renewal policy requests, send you promotional materials, establish exercise and defend legal claims and to comply with our legal obligations.

Should you fail to provide any or all the information requested in this form, we may not be able to offer our full range of services to you or offer our services as effectively as we wish to.

#### 5. Sharing your personal data

We share your personal data within the company on a need-to-know basis. We also share your data with other third parties who help us provide services to you (for example website service providers, loss assessors, investigators and adjusters and consultants). We may also share your information when required to by law or court order. We take all reasonable steps to secure your data whenever we share it with third parties including vetting all third parties and, where appropriate, signing processing agreements with them. You can read more about what information may be shared in what circumstance in our full Privacy Notice.

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### 6. International data Transfers

We may transfer your personal data outside Kenya to: -

- o Website services providers
- o Cloud service providers

We only share your data internationally to countries with appropriate safeguards as determined by law. We also put in place additional measures like processing agreements to safeguard your data. You can read more about what information may be transferred internationally and in what circumstance in our full Privacy Notice.

### 7. Lawful grounds for processing your personal data.

We process your personal data on the following legal bases: -

- o informed consent
- o a requirement for performance of a contractual obligation
- o compliance with our legal obligations
- o our legitimate interests and for historical
- o statistical, journalistic, literature and art or scientific research.

We process personal data relating to next of kin and beneficiary on the following legal bases: - to perform contractual obligations, to comply with our legal obligations, for other legitimate interests and for historical, statistical, journalistic, literature and art or scientific research purposes.

### 8. Data Security

We have taken appropriate technical, physical, legal, and organizational measures consistent with applicable privacy and data security laws to protect the confidentiality, integrity and availability of your personal information.

### 9. Data Retention

We will use your personal data for as long as is necessary to fulfil the purpose for which was collected. We have policies and procedures in place that specify how long we keep your data in line with the law. We have also selected appropriate disposal methods for your personal data. You can read more about our retention and disposal procedures in our full Corporate Privacy Notice. If you no longer wish for us to hold your data, you can contact us on [info@fidelityshield.com](mailto:info@fidelityshield.com).

### 10. Your rights and duties

You have the right to be informed how we use your personal data. You also have the right to access your information and to ask us to correct, erase and restrict the use of your information. Additionally, you have the right to object to your information being used by us and to receive your personal data in a structured, commonly used, and machine-readable format and to transmit the data to another data controller or data processor without any hindrance. Where you have provided consent for use of your child's information, the transfer of your sensitive data internationally, the use of your personal data for commercial purposes or any other consent, you may withdraw your consent at any time. You also have the right to human intervention in any automated decision- making we may undertake using your data.

You have a duty to promptly inform us of any changes to your personal information.

### 11. How to Exercise Your Rights

If you wish to exercise any of your rights and freedoms rights or duties, please contact us by insert email. We may contact you periodically to verify your personal information and to inform you of any changes to our Privacy Notice.

### 12. Our Contacts

If you have any questions, comments, complaints or suggestions about this privacy policy, or any other concerns about the way in which we process information about you, please contact us at [info@fidelityshield.com](mailto:info@fidelityshield.com) or write to us on **P. O. BOX 47435**.