

Your **Essentials Home Insurance** Policy Booklet

Inside you'll find your policy wording, so keep it somewhere safe in case you ever need it.

Welcome to Swinton Insurance

Thank **you** for buying **your home** insurance through **Swinton Insurance**. **We're** really pleased that **you** came to **us** and **we're** confident **you'll** be happy with both the policy and the service **you** get from **Swinton Insurance**.

You really need to read this document to make sure **you** have bought the right **home** insurance product for **you**.

If the policy does not provide **you** with the insurance cover **you** want, please contact **Swinton Insurance** straight away.

This document is laid out so that **you** can easily find what **you** need, when **you** need it.

Before **you** do anything else, please spend a few minutes checking the following documents carefully:

- **your policy wording**
- **your schedule**
- **your statement of fact**

These documents, any **endorsements**, and any notice of changes issued at renewal form the contract between **you** and the **Insurers**.

Check all the information **you** have provided is correct in **your statement of fact**. If any information is incorrect, please tell **Swinton Insurance** as soon as possible as this could affect **your** insurance cover.

If **you're** not sure whether **you** need to tell **Swinton Insurance** about something, just ask.

Thanks again for choosing **Swinton Insurance**.

The Swinton Team

You, your home and everything that's covered

If **your home** has been damaged, whether it can be repaired or is a total loss, **we** will insure **you** against the loss of or damage to **your home** caused by:

BUILDINGS & CONTENTS COVER		
Fire, smoke or earthquake	Riot or strikes	Malicious Acts
Storm or floods	Water escaping	Theft
Collisions or impacts	Falling Aerials	Subsidence

ADDITIONAL BUILDINGS COVER
Underground Services

ADDITIONAL CONTENTS COVER	
Household removal	Tenants Cover
Freezer Contents	Personal Money & Credit Cards

OPTIONAL EXTRAS			
Home Legal Expenses	Personal Possessions	Accidental Damage	Home Emergency Cover

Helpful tips for taking care of your home

Avoid being a victim of crime

Most household burglaries are committed by opportunists. By taking some relatively simple steps **you** can decrease the chances of a break-in and make **your home** safer.

- Make sure **you** have locks on all doors and windows.
- **You** could increase security by having an alarm installed.
- Keep cash, keys, **credit cards** and any portable **high risk items** out of sight.
- When **you** are away on holiday, use time switches so the **home** looks occupied.
- Always ensure bicycles are locked securely to a permanent structure.

Dealing with burst pipes and floods

Reduce the risk of burst pipes by:

- leaving the heating on at a minimum of 15°C;
- insulating all pipes including those in the attic as these pipes are the most likely to freeze;
- insulating **your** cold water tank;
- opening the loft hatch so warm air can circulate to help prevent freezing in cold weather spells;
- making sure **you** can locate **your** mains water supply and that **you** know how to turn it off;
- turning off the water supply to outside taps; and
- having emergency contact details readily to hand.

If **you** have been flooded, don't enter **your** property until the mains electricity has been turned off and never use electrical appliances that may be wet. Gas can get trapped in a building after a flood, so use a battery powered

torch and never use open flames to see **your** way.

Fire Prevention

- Smoke detectors are important safety devices. Fit detectors in prominent places in **your home** and check the batteries on a regular basis.
- Have the chimneys swept regularly and if **you** have open fires always use a fireguard.
- Never leave hot fat or oil unattended when cooking. If a pan does catch fire, cover it with a fire blanket or damp cloth – don't use water.
- Gas appliances should be serviced regularly by a Gas Safe Registered engineer.
- Do not tape up damaged electric cables as they can be dangerous and should always be replaced.
- Be careful not to overload plugs. **You** should fit no more than one plug per socket; use an extension lead if **you** need to fit more.
- Ensure smoking materials are properly extinguished/disposed of.

Carbon Monoxide

Carbon monoxide is a colourless, odourless poisonous gas, which makes it difficult to detect. Symptoms of carbon monoxide poisoning include tiredness, drowsiness, headaches and breathlessness. Take some basic precautions to ensure **you're** safe:

- Never use a gas appliance if it's not working properly. Signs to look out for include:
 - yellow or orange flames;
 - soot stains around the appliance; and
 - a pilot light that frequently blows out.
- Gas appliances should be serviced regularly by a Gas Safe Registered engineer.

- If **you** live in rented accommodation **your** landlord has a legal duty to carry out an annual safety check. They must provide **you** with a copy of the completed gas safety check certificate.

- Install a carbon monoxide detector. Check it complies with British Standard EN 50291 and carries a British or European approval mark.

Storm Damage

- Regularly check the condition of all roofs including garages, sheds and flat roofs for sign of wear and tear.
- Keep gutters, gullies and drains clear to carry water away quickly and efficiently.
- Be mindful of low hanging tree branches which could cause damage in high winds.

If you ever need us, we're only a phone call away

Whether **you** need to make a claim, or simply chat through **your** policy, these are the numbers **you** need.

Just make sure **you've** got **your** details handy, before **you** call.

Customer Service	<p>If you would like to talk to Swinton Insurance in person about anything to do with your insurance, including requesting copies of your policy documentation in braille, large print or audio format, you can do so in any Swinton Insurance branch, or you can call the branch on the number supplied on your welcome pack.</p> <p>Alternatively you can call the UK call centre free on 0800 072 6989 who are available 7 days a week:</p> <ul style="list-style-type: none"> Monday to Friday 8am to 8:30pm Saturday and Sunday 9am to 5pm <p>so you can call at a time that works for you.</p>	
Claims Helpline	<p>If you need to make a claim under Sections 1 to 3 of your policy, please refer to your schedule where your insurer claims helpline number and its opening hours can be found.</p>	
Home Legal Expenses	<p>0800 072 5130</p> <p>Open 24 hours a day 7 days a week</p>	<p>If your schedule states that you have Section 4 – Home Legal Expenses to talk to us about a claim under Section 4 of your policy, please telephone this number.</p>
Home Emergency Cover Claim	<p>0800 072 5125</p> <p>Open 24 hours a day 7 days a week</p>	<p>If your schedule states that Section 5 – Home Emergency Cover is included, and you have a home emergency, please telephone this number.</p>
Emergency Helpline	<p>0800 072 5131</p> <p>Open 24 hours a day 7 days a week</p>	<p>If your schedule does not show that you are covered under Section 5 – Home Emergency Cover, and you have a home emergency, please telephone this number. This number provides you with access to a helpline with contact details for approved tradesmen in your local area 24 hours a day.</p> <p>If you use any of the services provided via this line it is your responsibility to pay the tradesmen's costs.</p>
Personal Legal Advice Helpline	<p>0333 241 3403</p> <p>Open 24 hours a day 7 days a week</p>	<p>Your direct line to a dedicated legal specialist who will provide free advice on any personal legal matter.</p> <p>If further support is required, there is a cost for this assistance which you will need to pay for. However, as a Swinton Insurance customer, you benefit from a discounted rate with our supplier.</p>

The **Insurers** and **Swinton Insurance** may record phone calls for training and monitoring purposes.

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Your Policy cover

Your schedule shows the type of insurance cover that applies.

Please remember that information in **your schedule** or in **endorsements** may change the terms of **your** cover shown in this booklet.

Please also read:

- if the cover is **buildings** only, section 1 and the general exclusions and conditions printed at pages 53 and 55;
- if the cover is **contents** only, section 2 and the general exclusions and conditions printed at pages 53 and 55;
- if the cover is **buildings** and **contents**, sections 1 and 2 and the general exclusions and conditions printed at pages 53 and 55;
- if **your schedule** states that **Personal Possessions** is included, sections 3 and the general exclusions and conditions at page 53 and 55;
- If **your schedule** states that Home Legal Expenses is included, section 4 Home Legal Expenses which applies in addition to the above. This section has its own general exclusions and conditions at page 38 and 40;
- if **your schedule** states that Home Emergency Cover is included, section 5 which applies in addition to the above. This section has its own general exclusions and conditions at page 48 and 49.

Definitions

Helping you understand the key words in your policy.

We want to help **you** understand **your home** insurance policy.

So to make things as clear as possible, **we** have explained the key words below.

Whenever **you** come across these words in **bold**, they have the meaning given below.

Sections 4 and 5 also contain definitions applicable only to those sections.

Accidental damage

An unintentional and unexpected one off incident that causes damage to **your buildings** or **contents**.

Bodily injury

Death, illness, injury or disease.

Buildings

The **home** and its permanent structures that are owned by **you** or for which **you** are legally responsible and used for domestic or business administration purposes:

- patios, terraces, paths, drives;
- walls, gates, hedges, lawns, fences, lampposts, railings;
- hard tennis courts, sunken swimming pools, ornamental ponds;
- fountains and statues permanently fixed into the ground;
- cesspits, septic tanks, central heating fuel tanks;
- sheds and greenhouses;
- permanently fixed hot tubs and jacuzzis;
- wind turbines permanently fixed to the **home**;
- fixed solar panels (that have been professionally installed),

buildings also includes the permanent fixtures and fittings in or mounted upon the **buildings** that could not easily be removed and reused, such as:

- fixed sanitary fittings (for example, toilets, sinks and baths) and;
- laminated, wood effect or vinyl floor coverings.
- Domestic appliances that cannot be removed and reused

buildings does not include:

- marquees and their accessories;
- land;
- trees, shrubs and plants;
- aerials, satellite receiving equipment or masts;
- carpets whether fitted or not.

Business equipment

Office equipment including furniture, computers, laptops (excluding electronically stored data), keyboards, monitors, printers, computer-aided design equipment, fax machines, photocopiers, and phones which are used for the business, trade or profession of **you** or **your family**.

Contents

All of **your** or **your family's** belongings or property which **you** or **your family** own or are legally responsible for, which are kept in **your home** and gardens, these are:

- furniture, fixtures and fittings which can be easily removed and reused such as carpets and curtains;
- household goods and domestic appliances that can easily be removed and reused;
- **personal possessions** and **gadgets**;
- **high risk items** up to the limits shown on **your schedule**;
- **personal money** and **credit cards** up to the limits shown in the policy;

- aerials, satellite receiving equipment or masts fixed to or in the **home**;
- plants, trees, flowers and shrubs in moveable pots or containers.

contents does not include:

- parts, spares or accessories for any item listed below;
- any motorised vehicle; either electrically or mechanically powered, other than:
 - battery or pedestrian operated models or toys;
 - domestic gardening equipment;
 - golf carts, trolleys or buggies;
 - vehicles which are designed to assist disabled persons and are not registered for road use such as mobility scooters;
- any form of aircraft (including models) and any type of drone;
- **business equipment**;
- hovercraft, boats, boards or any other craft or equipment designed for use in or on water;
- caravans;
- horse boxes;
- any form of trailer; or
- deeds, securities, documents;
- **Personal money** (other than as provided by paragraph 12 page 26 of section 2 – Contents) or **credit cards** (other than as provided by paragraph 12 page 26 of section 2 – Contents);
- wooden, laminate or vinyl floor coverings;
- landlords' fixtures and fittings;
- any living creature;
- plants, trees, flowers and shrubs;
- mobile phone airtime;

- marquees and their accessories;
- **contents in the open**.

Contents in the open

Items intended to be kept permanently or temporarily outside the **home** and within the boundary of the land belonging to the **home** which includes:

- garden furniture;
- garden plants;
- garden ornaments;
- children's play apparatus;
- barbecues;
- gazebos.

Credit cards

Credit cards, cheque guarantee cards, charge cards, debit cards, store cards or cash dispenser cards held for private purposes and issued in the **United Kingdom**.

Domestic employee

Any person directly employed by **you** to carry out domestic duties relating to **your home** and gardens.

Domestic employee does not include:

- people who are employed to provide medical or nursing care for **you** or **your family**; and
- people **you** employ in connection with **your** business, trade or profession; or
- anyone that is self-employed and working on a labour only basis.

Endorsement

A specific change **we** make to **your** cover, a term, a condition or an exclusion on the policy, which will be shown on **your schedule**.

Excess

The first amount of any claim which **you** are responsible for. This amount will be found in the

relevant section of the policy wording and/or in **your schedule**.

There are two types of **excess** as follows:-

- **Compulsory excess**: This is the standard **excess** which is applied to all policies.
- **Voluntary excess**: This is selected by **you** and applied in addition to the compulsory **excess**.

If **you** have a combined **buildings** and **contents** policy and make a claim under more than one section of the policy for the same incident **you** will only have to pay one **excess** amount. This will be the higher **excess** amount.

Family

You and **your**:

- spouse or domestic partner;
- civil partner;
- children (including adopted and foster children);
- relatives and friends;
- **domestic employees**;
- any other person not paying for their accommodation;

who permanently live with **you**.

Gadgets

Personal and portable communication devices including mobile phones, tablets, laptops, handheld computers and game consoles.

Gadgets does not include:

- items used primarily for business purposes.

Heave

Upward movement of the ground beneath the **buildings** as a result of the soil expanding.

High risk items

These are items that are more at risk than other

general household goods, they are usually targeted when there is a burglary or theft and commonly have a higher cost than most other general **contents**.

High risk items are covered up to 30% of **your contents** limit shown in **your schedule**. With a single **high risk item** limit of £2,000.

High risk items are:

• Pedal Cycles

- any collections of stamps, coins, medals, banknotes or other collectable articles;
- articles made of gold, silver, precious metals or precious stones;
- clocks;
- jewellery, watches or furs;
- sculptures, tapestries, rare and unusual figurines or any item valued for its rareness;
- pictures, paintings or other works of art;
- photographic equipment, binoculars, telescopes;
- portable musical instruments;
- guns;

High risk items does not include things such as:

- televisions;
- computer equipment and **gadgets**; or
- furniture i.e. sofas.

Home

The main **building** which **you** live in, garages which are part of or attached to the main building, and outbuildings (including detached garages) all within the boundaries of the address shown on **your schedule**.

All of the **home** must be at the same address in the **United Kingdom** and must be used by

you or your family for domestic or business administration purposes.

Landslip

Downward movement of sloping ground.

Pedal Cycle

Pedal Cycles includes electrically assisted **pedal cycles** that:

- are of a type that **you** can legally drive on a public road;
 - without any kind of driving licence; and
 - without paying vehicle excise duty.
- are not capable of being electrically propelled without pedaling.

Period of insurance

The period shown in **your schedule** for which **you** have paid, or have agreed to pay and **we** have agreed to accept **your** premium.

Personal money

Personal money that **you** or **your family** hold for private purposes only, including:

- cash, cheques, postal or money orders, travellers cheques, saving certificates and bonds, premium bonds, current postage stamps, gift tokens, luncheon vouchers or stamps for TV licence, gas, electricity or other household bills;
- travel tickets, sports season tickets, phone cards or mobile telephone or multi media prepaid vouchers (but only for the cost of replacement for the period from the date of loss to the expiry date of the original ticket or voucher) if a duplicate cannot be obtained.

Personal money does not include:

- Avios/air miles or promotional vouchers;
- store points;
- lottery tickets, scratchcards, raffle tickets;

- stamps which are part of a stamp collection;
- money held/used for business purposes.

Personal possessions

Contents which **you** or **your family** take outside **your home** which are mainly used for private purposes:

- **Pedal Cycles;**
- luggage, clothing, jewellery or spectacles;
- sports equipment including fishing equipment;
- musical instruments;
- photographic equipment;
- **gadgets;** or
- other items which are normally used, worn on or carried about the person.

Personal possessions does not include:

- anything which is defined as not included under **contents**;
- camping equipment;
- deeds, electronically stored data, **personal money** or **credit cards**;
- household goods, domestic appliances, furnishings, furniture, china, glass or pottery; or
- tools or items used for purely business purposes.

Schedule

The document which gives the details of **your home**, the cover **you** have in force, the **excess** that will apply if **you** make a claim, and details of any **endorsements** that apply to **you**.

Settlement

Downward movement as a result of the soil being compressed by the weight of the **buildings** within ten years of construction.

Statement of fact

The information **you** gave in **your** application

for this insurance. This includes information given in writing (or spoken) by **you** or by someone on **your** behalf.

Subsidence

Downward movement of the ground beneath the **buildings** other than by **settlement**.

Swinton Insurance

Swinton Group Limited, registered in England and Wales number 756681, whose registered office is at: Embankment West Tower, 101 Cathedral Approach, Salford, M3 7FB. Swinton Group Limited are authorised and regulated by the Financial Conduct Authority, number 309599.

Unfurnished

Without enough furniture and furnishings for normal living purposes.

United Kingdom

The **United Kingdom** of Great Britain and Northern Ireland.

Unoccupied

We consider **your home** to be **unoccupied** when it is not lived in and not used overnight by **you** or **your family** for more than 60 days in a row.

By lived in **we** mean has been slept in for 5 consecutive nights every month or 2 consecutive nights every week. Regular visits to the property externally or internally and occasional overnight stays by **you** or someone with **your** permission will not constitute normal occupancy of the property and the restrictions on the policy will apply.

We consider **your home** to be **unoccupied** even if it has squatters living in it. (A squatter is someone who lives in the property without permission).

We consider **your home** to be **unoccupied**

from the date that **you** or **your family** last left the **home**, which may be before the date **your** policy started.

We, us, our, Insurer

In relation to Sections 1 to 3 of **your** policy, the Insurance Company or Lloyd's syndicate which covers **you** and whose name is specified in the **Schedule** on whose behalf this document is issued,

In relation to section 4 of **your** policy, this insurance is underwritten by UK General Insurance Ltd on behalf of Great Lakes Insurance SE. Great Lakes Insurance SE is a German insurance company with its headquarters at Königinstrasse 107, 80802 Munich. UK Branch office: Plantation Place, 30 Fenchurch Street, London, EC3M 3AJ.

Great Lakes Insurance SE, UK Branch, is authorised by Bundesanstalt für Finanzdienstleistungsaufsicht and subject to limited regulation by the Financial Conduct Authority and Prudential Regulation Authority. Details about the extent of their regulation by the Financial Conduct Authority and Prudential Regulation Authority are available on request.

In relation to Section 5 of **your** policy, Inter Partner Assistance SA (IPA). Inter Partner Assistance SA (IPA) is fully owned by the Axa Assistance Group. Inter Partner Assistance is a Belgian firm authorised by the National Bank of Belgium and subject to limited regulation by the Financial Conduct Authority under register number 202664.

You or your

The person or people shown on **your schedule** as the insured.

Making a claim

If you ever need to, we're here to help you every step of the way

Claims can happen from time to time. For many people, it's a new and stressful experience. Sadly, **we** can't prevent **you** having a claim, but **we** can do **our** best to make sure that:

- Claiming on **your home** insurance is simple and straightforward.
- **You** understand what's happening every step of the way.
- **Your** claim is handled as soon as possible.

Here are a few ways **you** can feel better prepared if **you** ever need to make a claim.

What should you do if you need to make a claim under the policy?

1. Check **your** policy and **your schedule** carefully to make sure that **you** are insured.
2. For sections 1-3 please phone the applicable number shown on **your schedule** as soon as possible to report the loss or damage. **We** will tell **you** what **you** need to do next.
3. For section 4 – Home Legal Expenses please phone **0800 072 5130** as soon as possible to report the loss or damage. **We** will tell **you** what **you** need to do next.
4. For section 5 – Home Emergency Cover please call **0800 072 5125** as soon as possible to report the loss or damage. **We** will tell **you** what **you** need to do next.

If possible please have the following information to hand when you telephone the claims line:

- policy number;
- **home** postcode;
- nature of problem;

If **you** are a victim of theft, malicious damage,

vandalism or something is damaged away from the **home**, tell the police first and request an incident number.

If **you** have had to pay a tradesman to make urgent repairs necessary to prevent further loss or damage **you** should ask for and keep hold of any receipts they give **you**.

5. Do not

- pay, offer or agree to pay any amount or admit responsibility without **our** permission.
- carry out any permanent repairs or dispose of any damaged items until **we** have been given the opportunity to inspect the damage.

You or **your family** must not admit fault for any injury or damage;

If **you** receive any documentation regarding a claim such as letters or receipts please send them to **us** unanswered and without delay to the address in **your schedule**.

What might we ask you to do or what we might need to do?

To help **us** handle **your** claim as quickly as possible **we** may:

- ask **you** to take steps to recover any property which has been lost;
- ask **you** to send **us** at **our** expense, all the documents and information (including written estimates and proof of value or ownership) **we** may require;
- enter any **building** where loss or damage has happened;
- take control of the remains of any property insured by the policy for which **we** have agreed to pay a claim and deal with it in a reasonable manner; or

- leave the remains of any property insured by the policy for which **we** have agreed to pay a claim with **you** to deal with as **you** see appropriate;
- take over, defend or settle any claim made against **you**, or at **our** own expense take legal action in **your** name to get back any payment **we** have made under **your** policy.

Further details of how **we** handle claims can be found in the relevant section of **your** policy:

- **Section 1**
Buildings _____ page 18
- **Section 2**
Contents _____ page 24
- **Section 3**
Personal Possessions _____ page 31
- **Section 4**
Home Legal Expenses _____ page 34
- **Section 5**
Home Emergency Cover _____ page 43

Making a complaint.

If something goes wrong, we're here to put it right.

Swinton Insurance aim to give **you** the highest level of customer service at all times. We understand that sometimes things go wrong. If that ever happens to **you**, please get in touch straightaway, so things can be put right.

If **you** are not satisfied with the service **you** have been provided, please tell **Swinton Insurance** so that they can do their best to resolve the problem. **You** can contact **Swinton Insurance** in the following ways:

- At your local branch
- by phone
0161 233 3676
- Online
www.swinton.co.uk/contact-us
- on social media
 - Facebook - Swinton Insurance
 - Twitter - @swintongroup
- or you can write to
Customer Assistance
Embankment West Tower, 101 Cathedral Approach, Salford, M3 7FB

Please provide or have these things ready:

- **your** personal details including **your** full name and address;
- **your** daytime and evening phone numbers;
- **your** email address and;
- **your** claims number if applicable.

How long will it take for Swinton Insurance to respond to my complaint?

Swinton Insurance's customer service teams work to a first contact time scale of 5 working days and aim to have the situation resolved within 20 working days.

What happens if my complaint is in relation to my insurer who provides my insurance policy?

If **your** complaint is in relation to **your insurers**, **Swinton Insurance** will send this to them on **your** behalf, and confirm this to **you** in writing. **Your insurers** will contact **you**.

What if I am unhappy with Swinton Insurance's or my Insurer's final decision?

If at the end of the process **you** remain dissatisfied, **you** may contact the Financial Ombudsman Service (FOS) or an agreed Alternative Dispute Resolution Provider (ADRP).

The Financial Ombudsman Service can be reached in the following ways:

- online at www.financial-ombudsman.org.uk; or
- by phone on 0300 123 9123 from a mobile or 0800 023 4567 from a landline; or
- by writing to the Financial Ombudsman Service at The Financial Ombudsman Service, Exchange Tower, London, E14 9SR

You need to contact the Financial Ombudsman Service within 6 months of receiving the final decision on **your** complaint. The Financial Ombudsman Service has discretion to look at complaints outside this time limit in exceptional circumstances e.g. if **you** were incapacitated during this 6 month period.




If **Swinton Insurance** agree to appoint an ADRP, **you** can make **your** complaint within 12 months of receiving the final decision. A list of ADRPs can be found using this link – www.tradingstandards.uk/advice/AlternativeDisputeResolution.cfm/.




Alternatively **you** can make **your** complaint via the Online Dispute Resolution (ODR) platform at: <http://ec.europa.eu/odr>.




What else do I need to know?





Your legal rights are not affected if **you** take any of the steps shown above.




Swinton Insurance may record phone calls for training and monitoring purposes.




 Section 1: Buildings Your schedule will show if you have chosen buildings cover.	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
Any loss or damage to your buildings caused by:	<ul style="list-style-type: none"> The excess which is shown in the relevant section below or on your schedule. Anything noted in the general exclusions section.
1. Fire or smoke, explosion, lightning or earthquake.	
2. Riot, civil commotion, strikes, labour or political disturbances.	
3. Malicious Acts.	Loss or damage caused: <ul style="list-style-type: none"> by you, your family, lodgers, paying guests, tenants or employees; while the home is unoccupied or unfurnished.
4. Storm or flood.	Loss or damage: <ul style="list-style-type: none"> to gates, hedges and fences; caused by rising ground water levels; caused by frost. The first £1,000 of each claim for loss or damage caused by subsidence, heave or landslip of the site as a result of storm or flood.
5. (a) Water escaping from or freezing in any fixed domestic water or heating installation, drainage installation, washing machine, dishwasher, refrigerator, freezer or fixed fish tank; (b) Domestic heating fuel escaping from any fixed domestic heating installation. Finding the problem: Following damage caused by (a) and (b) above we will pay the costs you incur in locating the source of the damage up to £5,000, which also includes the cost for subsequent repairs to floors, walls and ceilings.	The first £250 of each claim Loss or damage caused: <ul style="list-style-type: none"> while the home is unoccupied or unfurnished; by the escape of water from guttering, rainwater down pipes, roof valleys and gullies; by the overflowing of water from sinks, wash basins, bidets, baths and showers due to taps being left on; by the inadequacy or absence of appropriate sealant or grout; to the domestic water or heating installation and repairs to the pipes unless caused by freezing. The first £1,000 of each claim for loss or damage caused by subsidence, heave or landslip of the site as a result of leakage of water from pipes or drains.
6. Frost damage to any interior fixed domestic water or heating installation or pipes.	Loss or damage caused: <ul style="list-style-type: none"> whilst the home is unoccupied or unfurnished.

 Section 1: Buildings continued	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
7. Theft or attempted theft.	Loss or damage caused: <ul style="list-style-type: none"> by you, your family, lodgers, paying guests, tenants or employees; whilst the home is unoccupied or unfurnished.
8. Collision or impact with: <ul style="list-style-type: none"> (a) aircraft or other aerial devices or items dropped from them; (b) vehicles or animals; (c) falling trees or branches; (d) lampposts or telegraph poles. We will also pay the cost of removing trees or branches if they have caused damage to the home .	Loss or damage caused: <ul style="list-style-type: none"> to hedges, gates or fences unless the home is damaged at the same time and by the same cause; by pets and domestic animals by felling, lopping or topping of your trees. The cost of removing the part of the tree that is still below ground.
9. Falling aerials (including satellite receiving equipment) their fittings and masts and wind turbines permanently fitted to the home .	Loss or damage caused: <ul style="list-style-type: none"> to the device and its installation.
10. Subsidence or heave of the site that the buildings stand on or landslip .	The first £1,000 of each claim. Damage caused by or resulting from: <ul style="list-style-type: none"> coastal or river erosion; the movement of solid floor slabs unless the foundations beneath the external walls of the home are damaged at the same time and by the same cause; the bedding down of new structures, settlement, movement of made up ground, shrinkage or expansion; the action of chemicals or chemical reaction. foundations which did not meet building regulations at the time of construction; demolition, structural alteration or repair work; poor design, faulty workmanship or the use of defective materials; Damage: <ul style="list-style-type: none"> where compensation has been provided under any contract, legislation or guarantee; to walls, gates, fences, paths, drives, terraces, patios, swimming pools, tennis courts, cesspits, septic tanks, central heating fuel tanks unless the home is damaged at the same time and by the same cause; something that is covered under a National House Building Council warranty or other similar guarantee or insurance policy.

 Section 1: Buildings continued	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>11. Accidental damage for which you are legally responsible to any cables, underground service pipes, drains or underground tanks servicing the home.</p>	<p>The cost of clearing blocked drains unless the blockage is caused by accidental damage to the fabric of the drains insured by this section.</p>

  Section 1: Buildings – Accidental Damage Your schedule will show if you have chosen accidental damage cover.	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>12. Accidental Damage. This cover only applies if you have selected it and it is shown on your schedule. Accidental damage to the buildings.</p>	<p>Any loss or damage which we have indicated that we will not pay for under paragraphs 1 - 11 of Section 1 – Buildings. Damage occurring whilst:</p> <ul style="list-style-type: none"> any part of the home is occupied by lodgers, tenants or paying guests; the home is unoccupied or unfurnished. the property is undergoing renovation, repair or structural works <p>Damage caused by or arising from:</p> <ul style="list-style-type: none"> structural movement, settlement, shrinkage; scratching, denting or chipping water coming into the home irrespective of how this may have occurred other than as stated under paragraphs 4, 5 and 6 of Section 1 – Buildings. the inadequacy or absence of appropriate sealant or grout. pets and domestic animals

 Section 1: Buildings – Benefits you receive If buildings cover is shown in your schedule , the following benefits are included:	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>1. Alternative Accommodation and Loss of Rent. If your home is uninhabitable due to damage insured by Section 1 – Buildings we will pay:</p> <ul style="list-style-type: none"> the cost of similar alternative accommodation for you, your family and your pets; rent which should have been paid to you; ground rent which you have to pay. <p>The most we will pay is £30,000.</p> <p>If your schedule shows you are covered for buildings and contents and you make a claim for alternative accommodation, we will only make one claim payment under either your buildings or contents section of cover. It is not possible to make a claim under both buildings and contents cover for the same claim.</p>	<p>Any amount over £30,000.</p>

 Section 1: Buildings – Benefits you receive continued If buildings cover is shown in your schedule , the following benefits are included:	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>2. Loss of Keys. The cost of replacing and fitting the locks and keys of external doors and windows of the home if the keys are accidentally lost or stolen anywhere in the world. If your schedule shows you are covered for buildings and contents and you make a claim for loss of keys, we will only make one claim payment under either your buildings or contents section of cover. It is not possible to make a claim under both buildings and contents cover for the same claim. The most we will pay is £500.</p>	<p>Any amount over £500.</p>
<p>3. Professional Fees and Additional Costs. Following damage insured by Section 1 – Buildings and incurred as a direct result of the loss or damage to the home with our consent, we will pay:</p> <ul style="list-style-type: none"> the costs of complying with any government or local authority requirement; fees to architects, surveyors and consulting engineers; legal fees; the cost of clearing the site and making it and the home safe. 	<p>Costs or fees for preparing and handling a claim under this section. Costs of complying with requirements that you were given notice of before the damage occurred. Costs for undamaged parts of the buildings except the foundations of the damaged parts.</p>
<p>4. Moving Home. If you are selling the home and the buyer has not arranged their own insurance, the buyer will have the benefit of Section 1 – Buildings between exchange of contracts or conclusion of missives, and the completion date, providing the buyer completes the purchase. You and the buyer must keep to the terms and conditions of your policy.</p>	<p>Loss or damage:</p> <ul style="list-style-type: none"> caused while the home is unoccupied or unfurnished; occurring more than 30 days prior to the completion date.



Section 1: Buildings – *Benefits you receive* continued

If **buildings** cover is shown in **your schedule**, the following benefits are included:



WHAT WE COVER YOU FOR:

5. Property Owners Liability.

Compensation, legal costs and expenses which **you** (or if **you** die **your** personal representatives) legally have to pay to someone else in respect of accidental:

- **bodily injury**; or
- loss or damage to property happening during the **period of insurance**, which arises out of:

(a) **you** owning but not occupying the **buildings** and its land; or

(b) **your** previous ownership of any private property under Section 3 of the Defective Premises Act 1972.

We will also pay **your** costs and expenses incurred with **our** written consent in connection with defending such claim.

The most **we** will pay (inclusive of claimants and **your** legal costs and expenses agreed by **us** in writing) is £2,000,000.



WHAT WE DON'T COVER YOU FOR:

Liability arising directly or indirectly from:

- any contract or agreement that says **you** or **your family** are liable for something which **you** or they would not otherwise have been liable for;
- the occupation of the **buildings**;
- any business or professional use of the **buildings**.
- any lift (other than stair lift) **you** own or are responsible for:

Liability for **bodily injury** to

- **you** or **your family**;
- a person employed by **you** or **your family**.

Damage to property belonging to **you** or **your family** or for which **you** or **your family** are responsible.

Any amount over £2,000,000.

IMPORTANT NOTE IN RESPECT OF: Property Owners Liability

If **you** own and live in the **home**, this section does not cover **your** legal liability as the occupier of the **home** or its land. **You** will need to arrange **contents** insurance which provides occupiers liability cover to make sure **you** are fully protected.



Section 1: Buildings

What happens when I make a buildings claim?

To make a buildings claim please phone the claims helpline number in **your schedule** and tell **us** what has happened.

As long as the loss or damage is covered under **your** policy, and **you** have followed all the policy conditions (see page 55) **we** will decide whether to settle **your** claim by:

- rebuilding;
- repairing;
- replacing; or
- by making a payment in respect of the damaged part of the **buildings**.

We will repair or rebuild the damaged part of the **buildings** where **we** can.

Your schedule will show the amount of cover provided.

All repairs to **your buildings** will need to be carried out without delay to prevent further damage occurring.

Any general renovation, structural and redecoration repair works carried out by contractors appointed by **us** are guaranteed for 12 months.

What happens if you cannot repair/rebuild my buildings?

If repair or rebuilding is not carried out, **we** will pay **you**:

- the amount by which the **buildings** has gone down in value as a result of the damage or
- the estimated cost of repair or rebuilding, whichever is lower.

What happens if I have more than one claim in the period of insurance?

We will pay in respect of each incident of loss or damage up to the **buildings** limit shown on **your schedule** or in the policy, provided that all replacement or repair work is completed for each claim and any recommendations **we** make to prevent further loss or damage are carried out without delay.

What happens if I have not insured my buildings for the correct amount?

If at the time of the claim **we** identify that the amount **you** have insured **your buildings** for is below the rebuilding cost of the **buildings**, **we** may choose dependent on the circumstances to:

- reduce **your** claim in direct proportion to the amount of premium underpaid,
- charge an additional premium if applicable and pay **your** claim;
- refuse to pay **your** claim; and/or
- cancel the policy in line with "Cancelling Your Policy".

What happens to matching pairs, sets, suites and flooring?

We treat each individual item of matching sets, suites, fixtures and fittings or other articles of a similar nature, design or colour, as a single item. **We** will therefore only pay for the lost or damaged items and not for any other items that have not been lost or damaged solely because they form part of the set or suite. If an item within a set or suite is damaged, the other items may lose value even if they have not been damaged. **We** will not pay for this loss in value under **your** policy. If a wooden, laminate or vinyl floor covering is damaged beyond repair **we** will only pay for the damaged floor covering. **We** will not pay for undamaged floor coverings in adjoining rooms even if they are the same colour or design.



Section 2: Contents

Your **schedule** will show if you have chosen **contents** cover.



WHAT WE COVER YOU FOR:

Any loss or damage to any of **your** or **your family's contents** whilst in the **home** caused by:

1. Fire or smoke, explosion, lightning or earthquake.

2. Riot, civil commotion, strikes, labour or political disturbances.

3. Malicious Acts.

4. Storm or flood.

5. (a) Water escaping from any fixed domestic water or heating installation, drainage installation, washing machine, dishwasher, refrigerator, freezer or fixed fish tank.

(b) Domestic heating fuel escaping from any fixed domestic heating installation.

Loss of water or oil:

We will also pay for loss of metered water or of domestic heating fuel from the **home** following **accidental damage** to the fixed water or heating installation.

The most we will pay is £500 in respect of loss of metered water or domestic heating fuel.

6. Theft or attempted theft.



WHAT WE DON'T COVER YOU FOR:

- The **excess** which is shown in the relevant section below or on **your schedule**.
- Anything noted in the general exclusions section

Loss or damage caused:

- by **you, your family**, lodgers, paying guests, tenants or employees;
- while the **home** is **unoccupied** or **unfurnished**.

Loss or damage to the **contents** contained in garages or outbuildings at the **home**.

Loss or damage caused:

- by rising ground water levels;
- by frost.
- to **pedal cycles** and **contents** left outside the **home**.

The first £250 of each claim

Loss or damage caused:

- whilst the **home** is **unoccupied** or **unfurnished**;
- by the escape of water from guttering, rainwater down pipes, roof valleys and gullies;
- by the overflowing of water from sinks, wash basins, bidets, baths and showers due to taps being left on;
- by the inadequacy or absence of appropriate sealant or grout.
- to the domestic water or heating installation and repairs to the pipes.

Loss or damage caused:

- by **you, your family**, lodgers, paying guests, tenants or employees;
- while the **home** is **unoccupied** or **unfurnished**;
- while any part of the **home** is lent, let, sub-let or shared unless following forcible and violent entry to or exit from the **home**.

Loss or damage to the **contents** contained in garages or outbuildings at the **home**.



Section 2: Contents continued



WHAT WE COVER YOU FOR:

- 7.** Collision or impact with:
- (a)** aircraft or other aerial devices or items dropped from them;
 - (b)** vehicles or animals;
 - (c)** falling trees or branches;
 - (d)** lampposts or telegraph poles.

8. Falling aerials (including satellite receiving equipment) their fittings and masts and wind turbines permanently fitted to the **home**.

9. Subsidence or **heave** of the site that the **buildings** stand on or **landslip**.

10. Household Removal.

Loss or **accidental damage** to the **contents** while they are being moved by professional furniture removers from the **home** to **your** new permanent home within the **United Kingdom**.

11. Freezer Contents.

Loss or damage to food or drink in any freezer in the **home** caused by a change in temperature following:

- a breakdown
- a domestic fuse blowing
- accidental failure of the public gas or electricity supply
- contamination by the escape of refrigerant or refrigerant fumes.

The most we will pay is £250.



WHAT WE DON'T COVER YOU FOR:

Loss or damage caused:

- by felling, lopping or topping of **your** trees.
- by pets and domestic animals

The cost of cutting down and removing a tree unless the **contents** are damaged at the same time and by the same incident.

Loss or damage caused:

- to the device and its installation.

Damage caused by or resulting from:

- coastal or river erosion;
- the movement of solid floor slabs unless the foundations beneath the external walls of the **home** are damaged at the same time and by the same cause;
- the bedding down of new structures, **settlement**, movement of made up ground, shrinkage or expansion;
- the action of chemicals or chemical reaction.
- demolition, structural alteration or repair work;

Damage:




- where compensation has been provided under any contract, legislation or guarantee;





Loss or damage:

- caused by cracking, scratching or breakage of china, marble, glass or similar brittle articles, unless packed by professional packers;
- not reported within 7 days of delivery to a new home;
- to **contents** in storage or being moved to or from storage;
- to **high risk items** or **personal money**.

Loss or damage caused:

- by the deliberate act of the supply authority;
- while the **home** is **unoccupied** or **unfurnished**.
- Any amount over £250.

 Section 2: Contents <small>continued</small>	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>12. Personal Money and Credit Cards.</p> <p>(a) Loss or theft anywhere in the world of personal money belonging to you or your family.</p> <p>The most we will pay is £500.</p> <p>(b) Financial loss following fraudulent use of credit cards belonging to you or your family anywhere in the world.</p> <p>The most we will pay is £500.</p>	<p>(a) Losses caused by accounting error or omissions.</p> <p>Losses or thefts not reported to the Police as soon as possible after discovery.</p> <p>Loss or theft from the home</p> <ul style="list-style-type: none"> while the home is unoccupied or unfurnished. unless forcible and violent entry to or exit from the home. <p>Loss or theft from an unattended motor vehicle.</p> <p>(b) Losses caused by accounting error or omissions.</p> <p>Any loss not reported to the issuing company as soon as possible after discovery.</p> <p>Liability following breach of the terms and conditions of use.</p> <p>Any loss as a result of the unauthorised use by you or your family, lodger, guest, tenant or employee.</p> <p>Any amount over £500.</p>
<p>13. Tenants Cover.</p> <p>Loss or damage to:</p> <p>(a) Fixtures and fittings, greenhouses and sheds installed by you at the home and for which you are responsible;</p> <p>(b) The structure, decorations, fixtures and fittings of the home that you are responsible for as a tenant under a tenancy agreement insured by Section 1 – Buildings paragraphs 1 – 10 of your policy.</p> <p>The most we will pay is £5,000.</p>	<p>Loss or damage caused:</p> <ul style="list-style-type: none"> while the home is unoccupied or unfurnished which we have indicated that we will not pay for under paragraphs 1 – 9 of Section 2 – Contents. <p>Any amount over £5,000.</p>

  Section 2: Contents – Accidental Damage	
Your schedule will show if you have chosen accidental damage cover.	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>14. Accidental Damage.</p> <p>This cover only applies if you have selected it and it is shown on your schedule.</p> <p>Accidental damage to the contents while in the home.</p>	<p>Any loss or damage which we have indicated that we will not pay for under paragraphs 1 – 9 of Section 2 – Contents.</p> <p>Loss or damage to:</p> <ul style="list-style-type: none"> contents in the open. <p>Loss or damage caused:</p> <ul style="list-style-type: none"> whilst any part of the home is occupied by lodgers, tenants or paying guests; whilst the home is unoccupied or unfurnished. by pets and domestic animals by computer viruses to sports equipment whilst in use or arising from scratching, denting or chipping by water coming into the home irrespective of how this may have occurred other than stated under paragraphs 4 and 5 of Section 2 – Contents. by the inadequacy or absence of appropriate sealant or grout. <p>The cost of remaking any film, disc or tape, or the value of any information contained on it or recovering any digitally held media.</p>



Section 2: Contents – Benefits you receive

If **contents** cover is shown in **your schedule** the following benefits are included.



WHAT WE COVER YOU FOR:

1. Alternative Accommodation.

The cost of similar alternative accommodation for **you**, **your family** and **your** pets if **your home** is uninhabitable due to damage insured by Section 2 – Contents during the time necessary for the **home** to be restored to a habitable condition.

The most **we** will pay is £10,000.

Following a claim under this section, when **your home** is uninhabitable, **your contents** will be covered at both **your home** and the address of the alternative accommodation.

If **your schedule** shows **you** are covered for **buildings** and **contents** and **you** make a claim for alternative accommodation, we will only make one claim payment under either **your buildings** or **contents** section of cover. It is not possible to make a claim under both **buildings** and **contents** cover for the same claim.

2. Loss of Keys.

The cost of replacing and fitting the locks and keys of external doors and windows of the **home** if the keys are accidentally lost or stolen anywhere in the world.

If **your schedule** shows **you** are covered for **buildings** and **contents** and **you** make a claim for loss of keys, **we** will only make one claim payment under either **your buildings** or **contents** section of cover. It is not possible to make a claim under both **buildings** and **contents** cover for the same claim.

The most **we** will pay is £500.



WHAT WE DON'T COVER YOU FOR:

Any amount over £10,000.

Any amount over £500.



Section 2: Contents – Benefits you receive *continued*



WHAT WE COVER YOU FOR:

3. Occupiers and Personal Liability.

(i) Compensation, legal costs and expenses which **you** and **your family** (or if **you** die **your** personal representatives) legally have to pay to someone else in respect of accidental:

(a) **bodily injury**; or

(b) loss or damage to property happening during the **period of insurance** in the;

- **United Kingdom**; and/ or
- the rest of the world for temporary visits;

and which arises out of:

(a) **you** and **your family** occupying the **home** including its land; or

(b) **your** acts or omissions as a private individual.

We will also pay **you** and **your family's** costs and expenses incurred with **our** written consent in connection with defending any such claim.

The most **we** will pay (inclusive of claimants and **you** and **your family's** legal costs and expenses agreed by **us** in writing) for any one incident is £2,000,000.

(ii) Compensation, legal costs and expenses which **you** and **your family** (or if **you** die **your** personal representatives) legally have to pay in respect of **bodily injury to you** and **your family's domestic employees** happening during the **period of insurance** and arising out of their employment by **you** and **your family**.

We will also pay **you** and **your family's** costs and expenses incurred with **our** written consent in connection with defending any such claim.

The most **we** will pay (inclusive of claimants and **you** and **your family's** legal costs and expenses agreed by **us** in writing) for any one incident is £10,000,000.



WHAT WE DON'T COVER YOU FOR:

Liability arising from:

- **bodily injury** to:
 - **you** or **your family**; or
 - a person other than a **domestic employee** employed by **you** or **your family**;
 - damage to property (other than temporary holiday accommodation) that belongs to or is in the care or control of **you** or **your family**;
 - any contract or agreement that says that **you** or **your family** are liable for something which **you** or they would not otherwise have been liable for;
 - ownership of any land or building including the **home**;
 - an illness or disease **you** or **your family** pass onto someone else;
 - **your** current or former trade, business, profession or occupation whether or not such liability arises out of a job carried out for reward;
 - **you** causing the death of or injuring any **domestic employee** if they have driven or been a passenger in a motor vehicle if **you** need insurance under the Road Traffic Act
 - the ownership, custody, control or use of:
 - any motorised vehicle that should be covered by compulsory motor insurance as required under any Road Traffic Legislation;
 - caravans, horse boxes or trailers;
 - any form of aircraft (including models) and any type of drone or hovercraft;
 - watercraft or any other equipment designed for or intended for use on or in water (except battery or pedestrian operated models or toys or hand propelled watercraft);
 - animals other than domestic pets and horses;
 - dogs of a type referred to in the Dangerous Dogs Act 1991 or any subsequent amending legislation;
 - firearms, except legally-held sporting guns while being used for sporting purposes;
 - fines, penalties or aggravated, punitive, or exemplary damages.
- For **(i)** any amount over £2,000,000.
 For **(ii)** any amount over £10,000,000.



Section 2: Contents

What happens when I make a contents claim?

To make a contents claim please phone the claims helpline number in **your schedule** and tell **us** what has happened. As long as the loss or damage is covered under **your** policy, and **you** have followed all the policy conditions (see page 55) **we** will decide whether to settle **your** claim by:

- repairing;
- replacing; or
- by making a cash payment in respect of the damaged **contents**.

We will repair or replace the **contents** where **we** can.

An amount for wear, tear and depreciation will be deducted for clothing and linen.

Your schedule and/or **your** policy wording will show the amount of cover provided.

If **we** offer to repair or replace **your contents** this will be through **our** network of suppliers, but if **we** agree to pay **you** in cash, then payment will not exceed the amount **we** would have paid to **our** network of suppliers.

What happens if you cannot repair/replace my contents?

If no equivalent replacement is available then **we** will pay the full replacement cost of the item with no discount applied.

What happens if I have more than one claim in the period of insurance?

We will pay in respect of each incident of loss or damage up to the **contents** limit shown on **your schedule** or in the policy, provided that all replacement or repair work is completed for each claim and any recommendations **we** make to prevent further loss or damage are carried out without delay.

What happens if I have not insured my contents for the correct amount?

If at the time of the claim **we** identify that the amount **you** have insured **your contents** for is below the cost to replace all **your contents** as new, **we** may choose dependent on the circumstances to:

- reduce **your** claim in direct proportion to the amount of premium underpaid;
- charge an additional premium if applicable and pay **your** claim
- refuse to pay **your** claim; and/or
- cancel the policy in line with "Cancelling Your Policy".

Will I need to provide you with receipts or any proof of ownership?

We will require proof of ownership and value predating the loss or damage for items over £2,500. If **you** are unable to provide this information **we** may choose to reduce **your** claim payment or refuse to pay **your** claim.

How will you handle a claim for my high risk items?

The most **we** will pay for **high risk items** in total and for an individual item, set or collection are shown in **your schedule**.

The values of some of **your high risk items**, in particular jewellery, are likely to change considerably. **We** recommend that **you** have the values of these items checked regularly (at a minimum every two years) and should the values change in order to ensure **you** are fully protected, **you** must tell **Swinton Insurance** straight away.

High risk items are covered up to 30% of **your contents** limit shown in **your schedule**. With a single **high risk item** limit of £2,000.

What happens to matching pairs, sets, suites and carpets?

We treat each individual item of matching sets, suites, **high risk items** or other articles of a similar nature, design or colour, as a single item. **We** will therefore only pay for the lost or damaged items and not for any other items that have not been lost or damaged solely because they form part of the set or suite. If an item within a set or suite is damaged, the other items may lose value even if they have not been damaged. **We** will not pay for this loss in value under **your** policy. If a carpet or curtain is damaged beyond repair **we** will only pay for the damaged carpet or curtains. **We** will not pay for undamaged carpets or curtains in adjoining rooms even if they are the same colour or design.



Section 3: Personal Possessions

Your schedule shows if this section applies to **your** policy.



WHAT WE COVER YOU FOR:

Theft, accidental loss of or **accidental damage** to **your personal possessions** whilst within the **United Kingdom**, or anywhere else in the world for up to 60 days in any one **period of insurance** which **you** or **your family** own or are legally responsible for.

Your cover limit will be shown in **your schedule**

The single article limit is £2,000 unless specified in **your schedule**.



WHAT WE DON'T COVER YOU FOR:

The **excess** which is shown on **your schedule**.

Anything listed under the general exclusions.

Loss of property from an unattended road vehicle, unless the property is concealed in a glove compartment, locked luggage compartment or locked boot and all windows and sunroofs are securely closed and all doors are locked.

Any amount over £1,000 in respect of loss of property from an unattended road vehicle.

Loss or damage to:

- sports equipment including fishing equipment whilst in the course of play or use;
- **pedal cycles** while being used for racing, rallies, pace making or trials;
- the strings or drum skins of musical instruments;
- navigational, audio or communication equipment unless designed to be portable with an independent power supply and means of use.
- camping equipment

- **domestic employees personal possessions** when they are not travelling with **you** or **your family**

Loss or damage caused by or arising from:

- scratching, denting or chipping;
- the cost of remaking any film, disc or tape or the value of any information contained on it;
- the cost of recovering any digital information.

Loss or damage:

- from the **home** caused by theft, attempted theft or malicious acts;
- caused by theft not involving forcible and violent entry or exit from any temporary lodging or room of temporary accommodation for **you** or **your family**;
- to **personal possessions** taken with **you** or **your family** while living and studying away from the **home**;
- to **pedal cycles**
 - by theft if unattended and outside the boundary of the **home** unless in a locked building or attached by a locked security device between the **pedal cycle's** frame and a permanently fixed structure;
 - accessories or tyres unless the **pedal cycle** frame is stolen, lost or damaged at the same time.

For specified items any amount over the value listed in **your schedule**.



Section 3: Personal Possessions

What happens when I make a personal possessions claim?

To make a personal possessions claim please phone the claims helpline number in **your schedule** and tell **us** what has happened.

As long as the loss or damage is covered under **your** policy, and **you** have followed all the policy conditions (see page 55) **we** will decide whether to settle **your** claim by:

- repairing;
- replacing or
- by making a cash payment in respect of the damaged **personal possessions**.

We will repair or replace the **personal possessions** where **we** can.

An amount for wear, tear and depreciation will be deducted for clothing.

Your schedule will show the amount of cover provided.

If **we** offer to repair or replace **your personal possessions** this will be through **our** network of suppliers, but if **we** agree to pay **you** in cash, then payment will not exceed the amount **we** would have paid to **our** network of suppliers.

What happens if you cannot repair/replace my personal possessions?

If no equivalent replacement is available then **we** will pay the full replacement cost of the item with no discount applied.

If the item is a specified **personal possession** and **we** provide **you** with a cash sum to replace the item, **you** need to speak to **Swinton Insurance** to insure any new item **you** purchase to replace the specified item. As **we** will remove the totally lost/destroyed item from **your** insurance cover.

Is there a limit to how much I can claim for each item?

The most **we** will pay in respect of any one item, set or pair of unspecified **personal possessions** is £2,000 unless shown as otherwise on **your schedule**.

If **you** have specified individually any **personal possessions** this will be covered up to the sum insured shown on **your schedule**.

If any **personal possessions** specified or unspecified are left in an unattended road vehicle and **you** suffer a loss the maximum amount **we** will pay is £1,000;

What happens if I have more than one claim in the period of insurance?

We will pay in respect of each incident of loss or damage up to the **personal possessions** limit shown on **your schedule** or in the policy, provided that all replacement or repair work is completed for each claim and any recommendations **we** make to prevent further loss or damage are carried out without delay.

What happens if I have not insured my personal possessions for the correct amount?

If at the time of the claim **we** identify that the amount **you** have insured **your personal possessions** for is below the cost to replace all **your personal possessions** as new, **we** may choose dependent on the circumstances to:

- reduce **your** claim in direct proportion to the amount of premium underpaid;
- charge an additional premium if applicable and pay **your** claim;
- refuse to pay **your** claim; and/or
- cancel the policy in line with "Cancelling Your Policy".

The values of **your personal possessions**, in particular jewellery, are likely to change considerably. **We** recommend that **you** check regularly the value of **personal possessions** (at a minimum every year) **you** or **your family** normally carry on **your** person and should the values change in order to ensure **you** are fully protected, **you** must tell **Swinton Insurance** straight away.



Section 3: Personal Possessions continued

Will I need to provide you with receipts or any proof of ownership?

We will require proof of ownership and value predating the loss or damage for items over £2,500. If **you** are unable to provide this information **we** may choose to reduce **your** claim payment or refuse to pay **your** claim.

What happens to matching pairs and sets?

We treat each individual item of matching sets, suites, or other articles of a similar nature, design or colour, as a single item. **We** will therefore only pay for the lost or damaged items and not for any other items that have not been lost or damaged solely because they form part of the set or suite. If an item within a set or suite is damaged, the other items may lose value even if they have not been damaged. **We** will not pay for this loss in value under **your** policy.



Section 4: Home Legal Expenses

Your **schedule** shows if this section applies to **your** policy.

Cover

We will provide **you** with cover for the risks identified in the following sections, up to a limit of £100,000 for any one claim, provided that the legal action or criminal prosecution:

- i) relates to a cause, event or circumstance which occurs within the **territorial limits**;
- ii) occurred during the **period of insurance**;
- iii) has been notified to **Coplus** as soon as possible after the **date of event**; and
- iv) can be dealt with by a court of competent jurisdiction within the **territorial limits**.

In order for **us** or **Coplus** to accept **your** claim, **we** or **Coplus** acting on **our** behalf must deem that there are **reasonable prospects** of success.

You may not qualify for some of the policy benefits depending on **your** personal circumstances such as union membership or **your** employment status, so please familiarise **yourself** with the benefits, exclusions and general conditions to ensure it offers **you** sufficient value and contact **Swinton Insurance** if not.

Definitions applicable to this Section

The following defined words are printed in **bold** type and the meanings of these words are set out below and apply only to this section of **your** policy.

Aspect Enquiry

A simple check by H M Revenue & Customs to ensure that **your** personal tax records are accurate.

Appointed representative(s)

The solicitor, solicitors' firm, barrister or other suitably qualified person appointed or approved by **Coplus** to act on **your** behalf. Please refer to **panel solicitor** and **non-panel solicitor** definitions below.

Civil proceedings

Civil court, civil tribunal or civil arbitration proceedings, which are subject to the jurisdiction of the courts of the **United Kingdom**.

Coplus

Coplus is a trading name of Motorplus Limited. Registered in England and Wales with Company No. 03092837. Head Office: Floor 2, Norfolk Tower, 48-52 Surrey Street, Norwich NR1 3PA. Registered Office: Speed Medical House, Eaton Avenue, Buckshaw Village, Chorley, Lancashire PR7 7NA. Motorplus Limited is authorised and regulated by the Financial Conduct Authority under number 309657. Motorplus Limited trading as **Coplus** provide the services described in this section.

Disbursements

Any sum spent by an **appointed representative** on **your** behalf in respect of services supplied by a third party.

Disbursements may include, for example, barristers' fees (provided that the barrister is not acting under a conditional fee agreement or equivalent arrangement) or expert report fees.

Date of Event

The date of any event which may lead to a claim. Where there is more than one such event, the date of the first of these.

Full Enquiry

A full scale investigation into **your** tax affairs by HM Revenue & Customs.

Injury

Your bodily injury or death, or any disease, illness or shock suffered by **you**.

Legal costs

Professional legal fees that **you** are bound to pay, including reasonable fees or expenses incurred by the **appointed representative** whilst acting for **you** in the pursuit of **civil proceedings**. This also includes **disbursements**; however these **disbursements** must be in respect of services provided by a third party, received by **you**, distinct from the services supplied by the **appointed representative**. **Legal costs** will not be paid on an interim basis throughout a claim.



Section 4: Home Legal Expenses continued

Non Panel Solicitor

If **you** decide to appoint a representative of **your** own choosing, they will be referred to within **your** policy as a 'non-panel' solicitor. Please refer to Condition 2 – Appointed Representative on page 41.

Panel Solicitor

Coplus work closely with an existing selection of solicitors that they can recommend to **you** in the event of a claim, to act on **your** behalf and provide assistance. For the purposes of **your** policy these are referred to as **our** 'panel' solicitors.

Part 36 Offer

Any offer made to settle a claim, where blame is accepted or not, made by either party throughout the claim.

To be accepted, the offer must:

- be in writing;
- call itself a **Part 36 Offer**;
- be open for at least 21 days, when the offeror will pay the opponent's costs, if accepted;
- specify covers the whole claim, part of it, or an issue that arises in it and, if so, which;
- advise whether any counterclaim is factored in.

Reasonable prospects

A 51% or greater chance that **you** will recover losses or damages (or obtain any other legal remedy that **Coplus** have agreed to, including an enforcement of judgement), make successful defence or make a successful appeal or defence of any appeal in **your** pursuit of **civil proceedings** or criminal proceedings.

Territorial limits


The **United Kingdom**.

You or your

For the purposes of this Section, **you** or **your** also includes the following, who permanently reside with **you** at **your home**:

- a) **your** spouse or partner;
- b) **your** parents or parents-in-law;
- c) **your** children. (including those away at university in full time education)

 Section 4: Home Legal Expenses <small>continued</small>	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
A. Personal Injury	
<p>We will provide cover in respect of legal costs incurred in bringing a legal action against a third party following an event which causes personal bodily injury to you, or an event which subsequently causes your death.</p>	<ol style="list-style-type: none"> 1. Coroners' Inquests and Fatal Accident Enquiries; 2. Any illness or bodily injury or psychological injury that occurs gradually or is not caused by a sudden, specific event; 3. Any claims caused by or arising out of the deliberate, conscious or intentional disregard of your obligation to take all reasonable steps to prevent bodily injury; 4. Alleged failure to correctly diagnose any medical condition.
B. Your Home	
<p>We will provide cover in respect of legal costs incurred in bringing about legal action due to any infringement of your legal rights to own and occupy your home. We will provide cover for legal costs incurred by you in taking legal action in connection with:</p> <ol style="list-style-type: none"> 1. disputes over the buying or selling of your home; 2. infringement or encroachment of your use, enjoyment or rights over your home; 3. nuisance or trespass disputes which occur at or in respect of your home 	<ol style="list-style-type: none"> 1. Claims relating to subsidence, heave, landslip, mining or quarrying; 2. Any claim relating to land or buildings owned by you but which are not your home. 3. Claims in respect of works undertaken or to be undertaken by or under the order of any government or public or local authority unless the claim is for accidental physical damage; 4. Claims relating to any mortgage, loan agreement or any other consumer credit scheme;
C. Services and Personal Property	
<p>We will provide cover for legal costs incurred in bringing a claim or beginning civil proceedings against a third party or organisation for:</p> <ol style="list-style-type: none"> 1. Any physical damage to personal property owned by you at your home; 2. The purchase, hire, lease or sale of any personal or private goods or the provision of services for your private or personal use. 	<ol style="list-style-type: none"> 1. Any claims made in respect of any motor vehicle owned, used by, hired or leased to you; 2. Any settlement payable pursuant to any insurance or other policy;
D (1). Employment Disputes	
<p>We will provide cover for legal costs incurred in the pursuit of civil proceedings against your employer, in matters relating to any discriminatory action as specified in the Employment Tribunals Act 1996, including but not limited to:</p> <ol style="list-style-type: none"> 1. Unfair dismissal; 2. Minimum wage disputes; 3. Infringement of trade union rights; 4. The right to request flexible working; 5. Discrimination on any grounds including but not limited to gender, sexual orientation, race or religion; 6. Maternity, paternity or parental leave. 	<ol style="list-style-type: none"> 1. Where your employment status is not that of an employee (e.g. worker, self-employed or contractor); 2. Any claim brought outside of the employment tribunal (e.g. county court or high court); 3. Fines, penalties or damages which you are ordered to pay by a court, tribunal or other authority; 4. Any claim relating to your employer's disciplinary hearings or internal grievance procedures; 5. Any claims relating to a settlement agreement whilst you are still employed.

 Section 4: Home Legal Expenses <small>continued</small>	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
D (2). Employment Legal Defence	
<p>We will provide cover for legal costs incurred in defending your legal rights in the following circumstances arising out of your work as an employee:</p> <ol style="list-style-type: none"> 1. Prior to being charged when dealing with the police or Health and Safety Executive or anybody else with the power to prosecute; 2. in a civil action brought against you for compensation under Section 13 of the Data Protection Act 1998; 3. For civil proceedings brought against you under legislation for unlawful discrimination. 	<ol style="list-style-type: none"> 1. Where your employment status is not that of an employee (worker, self-employed or contractor); 2. Fines, penalties or damages which you are ordered to pay by a court, tribunal or other authority. 3. Any claim brought outside of the employment tribunal (e.g. county court or high court); 4. Any claim relating to your employer's disciplinary hearings or internal grievance procedures; 5. Any claims relating to a settlement agreement whilst you are still employed.
E (1). Your Family – Tax	
<p>We will provide cover for legal costs in any appeal proceedings following a formal aspect enquiry or full enquiry into your personal income tax position by H M Revenue & Customs. This cover only applies if you have:</p> <ol style="list-style-type: none"> 1. Maintained proper, complete, truthful and up to date records, including making all returns at the due time without having to pay any penalty; 2. Provided all information that HM Revenue and Customs reasonably required. 	<ol style="list-style-type: none"> 1. Claims where deliberate misstatements or omissions have been made to the authorities; 2. Claims where the Special Compliance Office is investigating your affairs; 3. Claims for accountancy fees which related to your business, trade or profession; 4. Claims in respect of income or gains which have been under declared because of false representations or statements by you;
E (2). Your Family – Jury Service	
<p>We will pay your net salary or wages, less any amount payable by the court or which is recoverable from your employer, for the time that you are absent from work on jury service. The amount we will pay will not exceed your net salary less any payment made by the courts and/or your employer or £100,000.</p> <p>We will calculate the amount payable based on the duration of your unpaid absence from work, based on an eight hour day and calculated to the nearest half day. One day's pay will be calculated as 1/250th of your total annual pay. Where you work part-time, the amount payable will be reduced on a pro-rata basis.</p>	

Section 4: General Exclusions applying to this section

We will not cover:

1. Any claim:
 - i) where the **date of event** is before the date of inception of **your** policy;
 - ii) that is not notified to **us** as soon as is reasonably practicable after the **date of event** if **we** suffer prejudice due to the late notification.;
 - iii) if **you** are a trade union member and its benefits provide cover for **your** claim e.g. under legal services.
 - iv) if at the time a claim is made by **you** under **your** policy there are any insurance policies covering the same liability, **we** will only pay **our** rateable share of any claim and the **legal costs** in connection with this.
 - v) arising from clinical negligence which is not caused by a sudden and specific event;
2. The balance of any **legal costs** incurred before **we** have given **our** written acceptance of **your** claim, or before the start date of **your** policy;
3. **Legal costs** incurred whilst **you** are bankrupt, in administration or in receivership, or if **you** have entered into a voluntary agreement with creditors;
4. Any dispute arising from a contract entered into prior to the start of **your** policy, with the exception of Contracts of Employment, where the cover and Employment Disputes Exclusions will apply;
5. The balance of **legal costs** in excess of what has previously been agreed;
6. Any claim that arises as a result of a deliberate action by **you**;
7. Any **legal costs** relating to any event giving rise to a claim or leading to **civil proceedings** which is not identified in Sections A to E of this Section 4, including but not limited to:
 - i) divorce, separation or other matrimonial disputes; cohabitation disputes or any legal action brought about between members of **your family** or household;
 - ii) any shareholding, directorship or partnership, or other commercial interest;
 - iii) libel or slander or allegations which will or may harm **your** reputation;
 - iv) any computer, electric or electronic error;
 - v) any form of structural alteration to **your home** or any **buildings** forming part of it, for example an adjoining garage. Minor alterations are covered, as long as no works affect the structural integrity of **your home**;
 - vi) any motor vehicle owned by **you** or anyone associated with **you**, or any incidents relating to road traffic accidents, except under Section A of this Section of **your** policy where **you** are injured as a pedestrian or cyclist;
 - vii) any **legal costs** incurred in any appeal proceedings, unless **we** agreed to cover the original claim, **we** deem that the matter has **reasonable prospects** and **we** are notified of the decision to appeal at least 7 days before the deadline to appeal;
 - viii) fines, penalties or damages that **you** are ordered to pay by court, Tribunal or other authority, or;
 - ix) leases, licences, tenancies and disputes between landlord and tenant.
8. **We** do not provide cover for **legal costs** for matters brought against **you** by a third party apart from as provided under Section D;
9. Loss or damage caused by war, invasion, foreign enemy hostilities (whether war is declared or not), civil war, **terrorism**, rebellion, revolution, military force or coup, or confiscation, nationalisation, requisition, destruction of or damage to the property by or under the order of any government, local or public authority;
10. Irradiation, or contamination by unclear material; or the radioactive, toxic, explosive or other hazardous or contaminating properties of any radioactive matter; or any device or weapon which employs atomic or nuclear fission or fusion or other comparable reaction or radioactive force or matter;
11. Any claim or expense of any kind caused directly or indirectly by pollution or contamination which:
 - a) was the result of an intentional act;
 - b) was not sudden and unforeseen.

Section 4: General Exclusions applying to this section continued

12. Any dispute whatsoever arising between **you** and **us**, **Coplus** or **Swinton Insurance**, other than the cover provided under the Arbitration condition on page 42.
13. Any claims for disputes or professional negligence against the **appointed representative** resulting from a current or previous claim under **your** policy.
14. Any enforcement proceedings or procedure arising from a successful outcome where settlement is not then made, unless relating to claims concluded successfully under **your** policy;
15. Claims arising from or associated with **your** business, trade or profession or any other commercial venture;
16. Any claim relating to violence or dishonesty on **your** part;
17. Any claim relating to wills, probate or inheritance;
18. Any party legally acquiring **your home** from **you**, or restriction/controls placed on the **home** by governmental or public/local authorities (except for accidental physical damage);
19. Judicial review;
20. Proceedings before, or reference to the European Court of Justice or the European Court of Human Rights;
21. If **we**, **Coplus** or the **appointed representative** do not believe there are **reasonable prospects** in pursuing **your** claim, **we** will not pay for any costs arising from a subsequent or additional claim to determine **reasonable prospects**;
22. Any consequence, howsoever caused, including but not limited to Computer Virus in Electronic Data being lost, destroyed, distorted, altered, or otherwise corrupted.
 - For the purposes of **your** policy, Electronic Data shall mean facts, concepts and information stored to form useable for communications, interpretations, or processing by electronic or electromechanical data processing or other electronically controlled hardware, software and other coded instructions for the processing and manipulation of data, or the direction and manipulation of such hardware.
 - For the purposes of **your** policy, Computer Virus shall mean a set of corrupting, harmful, or otherwise unauthorised instructions or code, whether these have been introduced maliciously or otherwise, and multiply themselves through a computer system or network of whatsoever nature.
23. Terrorism

Any loss, damage or liability arising from actual or threatened terrorism or any similar event, or action to control, prevent or stop any terrorist event. (Terrorism is any illegal action involving violence, force or danger to people or property that appears to be intended to:

 - cause fear among the people of a country or state;
 - disrupt any part of the economy of a government, country or state; or
 - affect the policy or conduct of a government.)

Section 4: General Conditions applying to this section

In order for **us** to provide the cover in this section, the following conditions must be followed or apply. If they are not, cover may not be provided.

1. Claims

- a) You** will give notice to **us** as soon as possible of an insured event, and:
 - i)** in the event of damage caused by malicious persons, **you** will give notice to the police as soon as possible after **you** have become aware of it;
 - ii)** in the event of a claim for personal bodily **injury**, **we** have the right to have a medical examination carried out of any injured person at **our** expense.
- b) You** will take all necessary precautions to reduce the risk of a claim and to prevent or minimise **legal costs** wherever possible. **Your** duty to take precautions includes but is not limited to:
 - i)** ensuring that no action that brings about or could bring about a dispute is taken by **you** or any other person associated with **you**. For example, disagreements with neighbours regarding property boundaries;
 - ii)** with regards to **your** safety, **you** must take precaution to safeguard **yourself** from **injury** and not act recklessly in a way that would put **you** in unnecessary danger.
- c)** All professional fees, expenses, **disbursements** and any other costs may only be incurred with **our** prior consent;
- d)** **Legal costs** will not be paid on an interim basis throughout a claim;
- e)** Authorisation will need to be requested in writing in respect of all **disbursements** before they are incurred;
- f)** All **legal costs** are subject to an independent assessment to ensure that they have been incurred reasonably;
- g) You** will take all steps necessary to assist in the recovery of **legal costs** from a third party where appropriate and where **you** are able to do so;
- h) You** will not enter or offer to enter into any negotiation to settle the claim without **Coplus** prior written approval to do so;
- i) You** will not unreasonably withhold consent for **your appointed representative** to make an offer to settle the legal action;
- j)** If an offer of settlement (which may include a **Part 36 offer**) is made that **we** or **Coplus** or the **appointed representative** would deem fair and **you** do not accept it, **we** will not be liable for any further costs incurred;
- k) You** will not withdraw from any legal action without **Coplus** permission to do so;
- i)** In some circumstances, where **Coplus** decide it is appropriate, **we** may elect to pay **you** the sum of damages that **you** are seeking and then end or not begin **civil proceedings**, and **we** will not be liable for any further costs incurred;
- m) We** reserve the right to:
 - i)** take over any claim or **civil proceedings** at any time and conduct them in **your** name;
 - ii)** negotiate or settle any claim or **civil proceedings** on **your** behalf;
 - iii)** contact **you** directly at any point concerning **your** claim.
- n) Your home** must be insured for standard buildings and/or contents risks throughout the **period of insurance**.

Section 4: General Conditions applying to this section continued

2. Appointed representative

- a) i)** Before legal proceedings are issued, an **appointed representative** from **our** panel will be appointed to act for **you** to pursue, defend or settle any claim **we** have accepted in accordance with the terms and conditions of this section;
 - ii)** Should legal proceedings need to be issued or have been issued against **you**, or where there is a conflict of interest, **you** can choose a **non-panel solicitor** of **your** choosing. **You** must inform **us** in writing of the full name and address of the representative **you** want to act for **you**.
 - iii)** If there is any dispute over **your** choice of **non-panel solicitor** **you** will be asked to nominate an alternative. If, after having done so, **we** are still not able to agree, **you** may escalate the matter in accordance with the Arbitration condition on page 42. Until the complaint has been resolved, or until such time as an arbitrator has reached a decision, **we** shall be entitled to appoint an **appointed representative** from **our** panel in order to protect **your** interests in any legal proceedings.
- b)** If **you** do select to appoint **your** own **non-panel solicitor**, this section will not cover expenses over and above the costs that **our** panel would charge in equivalent circumstances. For **your** information, this means that **we** would take into account the seriousness of the claim and the location and class of **non-panel solicitor** that **you** choose. The hourly rate is currently set at £125 + VAT. **We** reserve the right to assess each case on its merits, and may agree to pay additional fees if **we** feel the situation warrants it. This will remain entirely at **our** discretion;
- c)** The **appointed representative** or **non-panel solicitor** will have direct contact with **us** and must fully cooperate with **us** at all times, and **you** must cooperate with **your** representative, providing all necessary information and assistance to them as required;
- d)** Any **non-panel solicitor** that **you** appoint must sign **our** standard terms of appointment and adhere to all of its terms. **You** agree to **us** having access to the **appointed representative's** or **non-panel solicitor's** (as the case may be) file relating to **your** claim. **You** will be considered to have provided express consent to **us** or **our** appointed agent to access the file for auditing, quality and cost control purposes.

3. Counsel's Opinion

Where reasonable and necessary, **we** may obtain at **our** own cost, advice on prospects for **your** claim from an independent barrister. This will be in the event that there is a dispute on the prospects of success for **your** claim, between **your** choice of **appointed representative** and **our panel solicitors**.

4. Statutory Regulations

In all matters relating to the performance of this insurance contract, it is the responsibility of both **you** and **us** that **we** both comply with all Acts of Parliament and with all orders, regulations and bylaws made with statutory authority by Government Departments or by local or other authorities. The cost of meeting the requirements of this clause will be payable by **you** and **us** in its own rights respectively.

Section 4: General Conditions applying to this section continued

5. Severability Clause

If any term of this Section is to any extent invalid, illegal or incapable of being enforced, such term will be excluded to the extent of such invalidity, illegality or unenforceability, all other terms will remain in full force and effect.

6. Proportionality

Where an award of damages is the only legal remedy to a dispute and the cost of pursuing **civil proceedings** is likely to exceed the value of any such award of damages, the most **we** will pay in respect of **legal costs** is the value of the likely award of damages.

7. Arbitration

If **we** accept **your** claim but **you** do not agree with **our** decision, **we** will refer the matter to an arbitrator chosen by **you** and **us**. **You** cannot take any action against **us** until **you** and **we** have received the arbitrator's final decision or within 6 weeks of the arbitrator being chosen by **you** and **us**.

8. Fraud

If **you** or **your family**:

- makes a claim under **your** policy which is in any part false or exaggerated;
- supports a claim with a false document or statement;
- makes a claim for any loss or damage as a result of **your** deliberate act or if the loss or damage was caused with **your** agreement or knowledge;
- have committed fraud under any other insurance policy; or
- makes an untrue statement, fails to provide **us** or **Swinton Insurance** with information **we** or **Swinton Insurance** have requested, or knowingly provides inaccurate information about their circumstances in order to obtain insurance cover.

We may:

- declare the policy void (treating **your** policy as if it had never existed) from the date the fraudulent act was committed;
- not pay any claims which may or may not have been made on **your** policy;
- recover any previous claims paid under **your** policy;
- not return any premium; or
- cancel **your** policy.

We also may inform the police, other financial services and anti-fraud databases.

9. Making a claim

If **you** or **your family** need to make a claim under any part of this section, please call **us** on **0800 072 5130**, and **we** will tell **you** what to do next.

Just make sure **you** have **your** details handy before **you** call.



Section 5: Home Emergency Cover

The cover in this section applies if it is shown on **your schedule** and if **you** have paid the premium.

This section covers **you** for **emergency** assistance in the event of certain **home emergencies**, outlined in "What we cover you for" which impact the safety and security of **your home**, potentially rendering it uninhabitable up to £500 per claim including VAT, call out, labour, parts and materials to carry out an **emergency** repair.

This section is not designed to replace **your** buildings and contents insurance and will not provide assistance for normal day to day **home** maintenance.

Please call **us** as soon as **you** are aware of the **emergency** on **0800 072 5125**.

AXA Assistance (UK) Limited provides the services described in this section.

Definitions applicable to Section 5

The following defined words are printed in **bold** type and the meanings of these words are set out below and apply only to this section of **your** policy.

Authorised Contractor

A tradesperson authorised by **us** to assess **your** claim, and carry out repairs in **your home** under **your** policy and under **our** delegated authority.

Emergency

A sudden and unforeseen incident in **your home** which immediately; exposes **you** or a third party to a risk to health or; creates a risk of loss or damage to **your home** and/or any of **your** belongings or; makes **your home** uninhabitable.

Emergency Repairs

Work undertaken by an **authorised contractor** to resolve the **emergency** by completing a **temporary repair**.

Home

For the purposes of section 5 only. **Your home** is the house or flat on **your schedule**, its integral (built-in) garages all used for domestic purposes only in the **United Kingdom**. It does not include detached garages, sheds, greenhouses and other buildings.

Permanent repair

Repairs and/or work required to put right the fault which caused the **emergency** on a permanent basis.

Reimbursement Basis

Subject to **our** prior agreement and on receipt of the engineer / installer/ supplier/ **authorised contractor's** fully itemised invoice, **we** will pay **you** a contribution to the cost of the **emergency** repair covered under this section which **you** will arrange **yourself**. This will be in full and final settlement of **your** claim.

Temporary Repair




Repairs and/or work immediately required to stop further damage being caused by the **emergency**. **You** will need to replace this with a **permanent repair**.




Trace and Access

Damage resulting from gaining necessary access to the **emergency** or reinstating the fabric of **your home**.

You

For the purposes of this section, **you** also includes an immediate member of **your family** normally living at **your home**.

 Section 5: Home Emergency Cover <small>continued</small> Set out below are the covers, and exclusions, which limit the type and value of emergency repairs you can claim for.	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>We will only pay for the emergency repairs.</p>	<p>We will not pay for any damage caused by the emergency.</p>
<p>Plumbing</p>	
<p>An emergency relating to:</p> <p>The internal hot and cold water pipes between the main internal stopcock and the internal taps;</p> <p>The cold water storage tank;</p> <p>Flushing mechanism of a toilet;</p> <p>A leak from:</p> <ul style="list-style-type: none"> • Your toilet; • Pipes leading to and from the shower or bath; • Internal section of the overflow pipe; • Central heating water pipes. 	<p>Any dripping tap/nozzle or any other part of the plumbing or drainage system where the water is safely escaping down a drain;</p> <p>Replacing external overflows, cylinders, hot and cold water storage tanks, radiators, immersion tanks and sanitary ware including sinks and basins.</p> <p>Burst or leaking flexible hoses along with breakdown, leak or damage to domestic appliances such as dishwashers and washing machines;</p> <p>Septic tanks, swimming pools and hot tubs;</p> <p>Repair to, or replacement of, all pipe work outside the home;</p> <p>Dealing with temporarily frozen pipes;</p> <p>The cost of trace and access.</p>
<p>Drainage</p>	
<p>An emergency relating to the blockage of, or damage to the waste pipes causing a blockage or a waste water leak.</p> <p>The below is a list of emergencies that you would be covered for:</p> <ul style="list-style-type: none"> • Blocked sinks, blocked or leaking waste pipes, along with rainwater drains; • Blocked bath, toilets or external drainage. <p>You will still be covered if you do have another working toilet or bathing facility;</p> <ul style="list-style-type: none"> • Blocked or leaking soil vent pipes, provided you are solely responsible for this. 	<p>Repairs to drains that are the responsibility of the local water authority (even if they are within the boundaries of the home);</p> <p>Repairing, replacing manholes, soakaways, septic tanks (clearing or emptying), cesspits, treatment plants and their outflow pipes, guttering and downpipes;</p> <p>Regularly cleaning your drains and any descaling of your drains;</p> <p>Removing, replacing or repairing any part of the drain which is damaged but does not result in the total blockage of the drain other than if this causes an emergency;</p> <p>Repairing or unblocking drains which are used for commercial purposes;</p> <p>Making access to drain systems points of entry (such as manhole covers) if these have been built over;</p> <p>Drain clearance due to installation faults or misuse of drains such as flushing baby wipes down the drain, grease or cooking oil;</p> <p>The cost of trace and access.</p>

 Section 5: Home Emergency Cover <small>continued</small>	
 WHAT WE COVER YOU FOR:	 WHAT WE DON'T COVER YOU FOR:
<p>Failure of internal electrics</p>	
<p>Failure of your electrics rendering your home uninhabitable. For example: failed wiring to immersion heaters/boilers/bathroom lights.</p>	<p>Failure of burglar/fire alarm systems, CCTV surveillance or swimming pools and their plumbing or filtration systems. Also shower units, replacement of light bulbs and fuses in plugs;</p> <p>Repair to, or replacement of, electrical appliances such as cookers, all electrical wiring and infrastructure outside the home.</p>
<p>Removal of pests</p>	
<p>Removal of rats, mice, wasps and hornets, where evidence of infestation in your home has been found.</p>	<p>Pests found outside your home, such as in detached garages and outbuildings.</p>
<p>Internal gas pipe</p>	
<p>A leak from the internal gas supply pipe in your home between the meter and a gas appliance. We will repair or replace the section of pipe, following the isolation of the gas supply by the National Gas Emergency Service.</p> <p>If you think you have a gas leak, you should immediately call the National Gas Emergency Service on 0800 111 999.</p>	<p>Restoration of gas supply is not included. Please contact your Utility Company who will be able to arrange this for you;</p> <p>Corrosion of the gas supply pipe due to natural wear and tear or methods used to conceal the pipe work, such as under a concrete floor, without adequate protection;</p> <p>The cost of trace and access.</p>



Section 5: Home Emergency Cover continued



WHAT WE COVER YOU FOR:



WHAT WE DON'T COVER YOU FOR:

Boiler and heating system

Complete/partial/intermittent failure or breakdown of **your** primary heating/hot water system, resulting in no hot water and/or heating.

We will also cover **you** for:

- A loss of water pressure within a boiler due to a fault;
- A water leak from the boiler/heating system.

Included:

Domestic gas boiler within **your home**, the output of which does not exceed 60kW. This also includes boiler isolating valve, along with all manufacturer's fitted components within the boiler – together with the pump, motorised valves, thermostat, radiator, timer, temperature pressure controls and the primary flue;

Important note

Claims related to other forms of primary heating, such as renewable technologies in **your home** or fuels used such as oil, LPG, solid fuel, electric boilers and solar, may be settled on a **reimbursement basis** if an **authorised contractor** is not available at the time in **your** local area.

Commercial boilers or heating systems with an output of over 60kW;

Any heating system which is not wholly situated within **your home** or is shared with neighbouring dwellings;

Descaling and any work arising from hard water scale deposits (including power flushing) or from damage caused by hard water or sludge resulting from corrosion.

Thermostatic valves;

Replacement of any equipment added to the standard heating system such as a Magnaclean or similar device;

Adjustments to the timing and temperature controls, or replacement of controls which can be manually operated safely, including relighting the pilot light/flame;

Any costs for the repair of **your** heating system which is covered by a manufacturer, supplier, installer or repairer guarantee or warranty;

Boilers which are still working, but **you** suspect may be about to break down (e.g. where a noise has developed) or where the fault is not apparent to **our authorised contractor**;

Any routine maintenance, cleaning and servicing, as well as repairs that require a power flush of **your** boiler or main heating system;

Any repair or replacement of under floor heating systems, warm air units, air or ground source heat pumps.

Important note

Signs that work is needed may include a noisy boiler, sludged up pipes or poor circulation.



Section 5: Home Emergency Cover continued



WHAT WE COVER YOU FOR:



WHAT WE DON'T COVER YOU FOR:

Boiler and heating system – beyond economical repair

If in the opinion of **our authorised contractor**, **we** are unable to repair **your** boiler/hot water system, **we** will pay **you** £250 towards buying a replacement boiler or heating system. This can be claimed on a **reimbursement basis** within 90 days of **our** attendance at **your home**;

If **we** are unable to repair **your** boiler/hot water system and **you** choose to not replace it, cover under this section will no longer apply.

Any fault arising due to sludge/scale/rust/ debris within the primary heating system or damage caused by any other chemical composition of the water e.g. if **you** reside in a hard water area (as per the Local Water Authority);

Repair/replacement of convector heaters, inhibitors, water tanks, radiators, radiator valves and hot water cylinders;

Repair to, or replacement of, gas appliances such as cookers;

Any loss or damage resulting from a lack of proper maintenance, including that caused by or to a boiler or central heating system which has not been properly maintained in accordance with manufacturers' instructions;

Repair or replacement of the flue due to wear and tear;

Any adaptations made to the property which do not comply with the regulations applicable at the time;

Temporary heating

If **you** have no heating and a part needs to be ordered following the engineer's first visit, or if **we** are unable to repair the boiler/heating system, **you** have the option to either purchase heaters up to a value of £50 inc VAT on a **reimbursement basis**; or

Alternatively **we** can deliver two temporary heaters to **your home**. These heaters are **yours** to keep.

Section 5: General Exclusions applicable to this section

We will not cover the following:

1. Loss or damage arising from **emergencies** which were known to **you** before the start date of **your** policy;
2. Any loss where **you** did not contact **us** to arrange repairs;
3. Disconnection or failure of mains services by a utility company concerned or any equipment or services which are the responsibility of the utility company;
4. Any **emergency in your home** that has been unoccupied for more than 30 consecutive days;
5. If **you** are aggressive towards **our authorised contractors** or staff;
6. A repair if **you** impede or prevent access to **your home** at reasonable times to complete the repair;
7. Any defect, damage or failure caused by:
 - i) modification or attempted repair to all or any part of **your** property by **you** or **your** own contractor which results in damage to that or another part of **your** property;
 - ii) failure to comply with recognised industry standards;
 - iii) **your** or **your** contractor's malicious or wilful action, misuse or negligence.
8. Any loss or damage arising as a consequence of war, invasion, act of foreign enemies, terrorism, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, coup, riot or civil disturbance; ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from combustion of nuclear fuel, the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or its nuclear component;
9. Any loss or damage arising from structural problems as a result of any form of **subsidence, landslip, heave**, bedding down of new structures, demolition, alterations to **your home** or the use of defective products;
10. Any repair costs which are covered by a manufacturer, supplier, installer or repairer guarantee or warranty;
11. Normal day to day maintenance at **your home** that **you** should carry out.
12. Replacing items that wear out over a period of time;
13. Replacement of parts on a like for like basis where the replacement is necessary to resolve the immediate **emergency**;
14. If **you** have been advised of remedial work, which **you** cannot prove has been carried out by a recognised and competent contractor on their previous visits or by a recognised third party authority, such as **your** local water authority, utility company or boiler manufacturer;
15. Costs for repairs, parts or services payable under this section unless **we** have been notified by **you** or a person calling on **your** behalf through the 24 hour claims helpline, and **we** have approved a contractor in advance;
16. Cost of **Trace and Access** where damage would be caused to the **buildings** to locate the source of the **emergency**;
17. Any boiler inspections or any other **emergency repairs** where asbestos may be disturbed;
18. The removal of asbestos;
19. Reinstating **your home** it to its original condition before the **emergency** other than leaving **your home** safe and habitable;
20. Where Health and Safety regulations or a risk assessment that has been carried out, prevent **our authorised contractors** being able to attend to the **emergency** or carry out work in **your home**;
21. **We** will not provide cover, pay any claim or provide any benefit if doing so would expose **us** to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, **United Kingdom** or United States of America.

Section 5: General Conditions applicable to this section

1. How to make a claim.

Are **you** having an **emergency** relating to one of the following:

- Plumbing and Drainage.
- Failure of internal electrics.
- Pests.
- Gas supply pipe.
- Boiler & heating system.
- Electricity or water supply pipe.

If so, please call **us** as soon as **you** are aware of the **emergency** to obtain assistance, on the 24 hour **Emergency Helpline: 0800 072 5125**

You should have the following information available, when making a claim.

- **Your** name, **home** postcode and contact details
- An idea of what the problem is

You may not claim under section 5 – Home Emergency Cover for the first 14 days unless **your** policy is a renewal of a previous policy.

What will happen next

If **we** agree **you** have suffered an **emergency** at **your home** and cover is in place, **we** will:

- Advise **you** how to protect **yourself** and **your home** immediately;
- Arrange for one of **our authorised contractors** to get in touch with **you** to make an appointment
- **We**, along with **our authorised contractors** under **our** delegated authority, will manage **your** claim from that point onwards and keep **you** updated throughout **your** claim journey;
- Agree to settle **your** claim on a **reimbursement basis** which may happen in circumstances when **we** may find it difficult to deploy an **authorised contractor** to attend **your home** or deal with **your emergency** within a reasonable timescale. Examples of such circumstances are:
 - Excessive demand
 - Bad weather
 - Industrial action
 - Parts availability
 - Availability of a specialist.

In these circumstances, **you** may, with **our** prior agreement, arrange for **your** own contractor to resolve **your emergency** and **we** will refund the cost of **your** contractor up to £500 inc. VAT for the work they complete to resolve the **emergency** repair covered under **your** policy.

Please provide a fully itemised invoice or receipt from **your** own contractor to support **your** claim for reimbursement. If a new boiler or heating system is installed, **you** will also need to provide the make, model, serial number and Gas Council number.

- **We** will organise and pay up to £500 per claim including VAT, call out, labour, parts and materials to carry out an **emergency** repair;

Section 5: General Conditions applicable to this section continued

If the **emergency** repair costs more than £500, **we** will require **you** to contribute the difference or subject to **our** prior agreement and on receipt of **your** engineer's fully itemised and paid invoice, **we** would pay **you** up to £500 inc. VAT as a contribution to the cost of the **emergency** repair covered under this section which **you** will arrange **yourself**, deducting the costs already reasonably incurred by **our authorised contractor**, for the initial visit.

This will be in full and final settlement of **your** claim

- In the event of **your home** becoming uninhabitable and remaining so because of a covered **emergency**, **we** will contribute up to £200 inc VAT towards the cost of **your** (including **your** pets) accommodation including transport, on a **reimbursement basis**;

When **we** make a repair **we** will leave **your home** safe and habitable but **we** will not be responsible for reinstating it to its original condition, although this may be covered under a buildings insurance.

2. Permanent repairs

Once **we** have carried out an **emergency repair** and contained the **emergency** for **you**, (this may only provide a temporary solution to the problem) **you** will need to arrange for a **permanent repair** to be completed by a qualified tradesperson as soon as possible. If **you** do not have a **permanent repair** completed within 3 months of the **temporary repair** and the **emergency** happens again due to the same fault the **emergency** would not be covered.

3. Other insurance

If **you** make a claim for any liability, loss or damage that is also covered by any other insurance policy, **we** will only pay **our** share of the claim.

4. Getting our claims costs back

If **we** think someone else is at fault for a claim that **we** pay, **we** may follow up that claim in the name of anyone claiming cover under **your** policy to get back the payments that **we** make.

Anyone making a claim under **your** policy must give **us** any help and information that **we** need.

5. Parts availability

Availability of parts is an important factor in providing **emergency repairs**. If **our** engineer does not carry the spare parts needed on the day of **your** appointment, **we** will do all **we** reasonably can to find and install parts from **our** approved suppliers. In these cases **we** will not be able to avoid delays in repair; **we** will keep **you** informed throughout **your** claim.

We may use new parts or parts that have been reconditioned by the manufacturer or approved third parties. **We** may not replace parts on a like for like basis but will provide an alternative suitable for containing the **emergency**. However, there may be times when replacement parts are delayed because of circumstances beyond **our** control.

There may also be occasions where parts are no longer available. In these situations **we** will ensure **your home** is safe and if required, **we** will arrange for **you** to receive a quotation for a suitable replacement item at **your** cost.

Excesses

What you need to pay if you make a claim

If **you** make a claim under any section of **your** policy for loss or damage, **you** must pay the amount of the **excess** shown in **your schedule**. **You** must pay the **excesses** that apply regardless of whether or not **you** were responsible for the incident or loss.

No **excess** is payable if **you** are claiming under section 4 – Home Legal Expenses, or section 5 – Home Emergency Cover.

If **you** make a claim under more than one section of **your** policy for the same incident, **you** will only have to pay one **excess** amount. This will be the higher **excess** amount.

Your policy has various **excesses** that apply dependent on the claim, these are:

- the compulsory **excess** applied to the majority of claims;
- any voluntary **excess** selected by **you** in addition to the compulsory **excess**;
- an increased **excess** for escape of water claims, and;
- an increased **excess** for **subsidence, heave** and **landslip** on Section 1 – Buildings;

details of the **excess** amounts will be shown in **your schedule**.

What happens if you requested a voluntary excess when you bought your policy?

If **you** chose to add a voluntary **excess**, please be aware that **you** will have to pay this on top of the amount of any other **excess** as shown on **your schedule**. This will mean **you** will have to pay a higher **excess** if **you** need to make a claim.

Cancelling your policy:

We want you to be completely happy with your policy, but if you're not, you can cancel this policy. Here's how it works.

If you cancel the policy in the first 14 days (Reflection Period)

If **you** want to cancel **your** policy within 14 days of buying it or receiving **your** documents (whichever happens later) let **Swinton Insurance** know. **We** will refund the premium for the exact number of days left on the policy, unless **you** have made a claim in the **period of insurance** which has left **your home** a total loss, and **we** have been unable to recover **our** costs from an identifiable third party deemed to be responsible. In which case, **we** will not refund any premium.

This 14 day period also applies if **you** add Section 4 – Home Legal Expenses or Section 5 – Home Emergency Cover during the **period of insurance**.

We will also do this, if **you** cancel **your** policy within 14 days after the renewal date.

If **you** choose not to renew **your** policy, **you** will not be charged for the renewal period, providing **Swinton Insurance** receive **your** cancellation instructions before the renewal date.

If you cancel the policy at any other time

You may cancel **your** policy at any other time by letting **Swinton Insurance** know. If no claim has been made or is anticipated in the **period of insurance**, **we** will refund the premium for the exact number of days left on **your** policy. If **you** have made a claim in the **period of insurance** and **we** have been unable to recover **our** costs from an identifiable, third party deemed to be responsible, **we** will not refund any premium.

When we may cancel the policy

We may cancel the policy by sending **you**, or **Swinton Insurance** sending **you**, 14 days' written notice to **your** last known address if **we** have a good reason to cancel **your** policy. Some examples of situations where **we** might do this include:

- **you** not paying a premium when it is due (**we** will use reasonable endeavours to collect the outstanding amounts before **we** cancel **your** policy);
- **you** not providing proof of any security devices installed in **your home** or on **your** property;
- where **you** are required to co-operate with **us**, or send **us** information or documentation and **you** fail to do so in a way that affects **our** ability to process a claim, or **our** ability to defend **our** interests;
- **you** providing **us** with incorrect information, and failing to put this right when **we** ask **you** to.
- use of threatening or abusive behaviour or language, or intimidation to **our** staff or suppliers

If no claim has been made or is anticipated in the **period of insurance**, **we** will refund the premium for the exact number of days left on the policy. If **you** have made a claim in the **period of insurance** and **we** have been unable to recover **our** costs from an identifiable, third party deemed to be responsible, **we** will not refund any part of **your** premium.

We may also cancel **your** policy where **you** commit or attempt to commit fraud or have committed fraud under another insurance policy. If **we** cancel **your** policy on the grounds of fraud, **we** may cancel immediately and **we** may keep any premium **you** have paid. Please see Fraud condition on page 56 for details.

General Exclusions – Sections 1 to 3

Sections 4 and 5 have separate general exclusions which are detailed on pages 38 and 48.

When we don't cover you:

These exclusions apply in addition to the exclusions shown under "What we don't cover you for" in each section of this policy.

Your policy will not provide cover or benefits under the following circumstances

1. Radioactive Contamination

Any expense, loss, **bodily injury**, liability or damage to any property directly or indirectly caused by, contributed to or arising from:

- (a) ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel;
- (b) the radioactive, toxic, explosive or other hazardous properties of any nuclear assembly or nuclear component.

2. Sonic Booms

Any loss or damage arising directly from pressure waves caused by aircraft and other aerial devices.

3. War Risks

Any loss, damage, **bodily injury** or liability which is the direct or indirect result of any of the following:

War, invasion, act of foreign enemy, hostilities (whether or not war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or similar event.

4. Events Before the Policy Started

Any loss, damage, **bodily injury** or liability arising out of any accident or incident that happened before **your** policy started.

5. Deliberate Acts

Any loss, damage, **bodily injury** or liability caused deliberately, maliciously, wilfully, recklessly by **you**, **your family**, lodgers, paying guests, tenants or employees.

6. Reduction in Value and other costs

We won't pay for any loss which is a side effect – or happens as a result of – the incident for which **you** are making a valid claim. For example, **we** won't pay for any reduction in the value of **your buildings** or **contents**, loss of earnings, travel costs or compensation for stress or inconvenience. **We** also won't cover the fees of any company **you** engage to help **you** in relation to **your** claim.

7. Deception

Any loss or damage caused by deception, unless the only deception is gaining entry to the **home**.

8. Business Property and Legal Liability

Any loss or damage to property owned by, held in trust or primarily used for any business, trade or profession (including **business equipment**). Any legal liability arising directly or indirectly from any business, trade or profession.

9. Confiscation

Any loss, damage or liability caused by confiscation, detention or seizure by:

- (a) customs, police or other officials;
- (b) order of any court of law;
- (c) any statutory or regulatory authority.

10. Pollution or Contamination

Any loss, damage or liability arising from pollution or contamination unless directly or indirectly caused by a sudden and unforeseen and identifiable incident occurring during the **period of insurance**.

11. Date Change and Computer Viruses

Any loss, damage or liability arising from:

- (a) the failure of a computer chip, computer software or any other electronic equipment to recognise a true calendar date;
- (b) computer viruses.

12. Terrorism

Any loss, damage or liability arising from actual or threatened terrorism or any similar event, or action to control, prevent or stop any terrorist event.

(Terrorism is any illegal action involving violence, force or danger to people or property that appears to be intended to:

- cause fear among the people of a country or state;
- disrupt any part of the economy of a government, country or state; or
- affect the policy or conduct of a government.)

13. Wear and Tear

Loss or damage caused by wear and tear, wet or dry rot or anything which happens gradually.

14. General Exceptions

Any loss, damage or liability caused by or arising from:

- an incident that does not arise from one identifiable event
- **your home** undergoing demolition, structural alteration or structural repair;
- **your home** being used for illegal activities;
- lack of maintenance;
- restoration, dismantling, renovation, breakdown or repair;

- faulty design or workmanship or the use of faulty materials;
- any process of cleaning, drying, dyeing, heating or washing;
- insects, parasites, vermin, fungus or mildew;
- pets or domestic animals (except as covered by Section 2 – Contents paragraph 3 page 29 Occupiers and personal liability);
- atmospheric or climatic conditions or frost (except as covered by Section 1 – Buildings paragraph 6 page 18 frost damage);
- **contents in the open.**

General Conditions – Sections 1 to 3

Sections 4 and 5 have separate general conditions which are detailed on pages 40 and 49.

It's very important you read this page, as it details your responsibilities.

1. What you need to do

In order for **us** to provide the cover described in **your** policy **you** and **your family** must take care to follow all the terms and conditions of **your** policy. If **you** or **your family** do not adhere to these terms and conditions cover may not be provided.

Please also take time to read **your statement of fact** and **schedule**. If any information is incorrect or not true to the best of **your** knowledge or belief, or **your** cover levels on any section are not sufficient to allow the full replacement or repair of **your buildings, contents** or **personal possessions**, or if **you** are unsure, please contact **Swinton Insurance** as soon as possible as this could affect **your** insurance cover.

If any of the information is incorrect, **we** may take one or more of the following actions:

- cancel the policy;
- declare **your** policy void (treating **your** policy as if it had never existed);
- change the terms of **your** policy;
- refuse to deal with all or part of any claim or reduce the amount of any claim payments

2. Taking care of your home

You and **your family** must take all necessary steps to prevent loss, damage, accidents or injury to **your buildings** and/or **contents** and to protect and maintain the **buildings** in a good condition and a good state of repair.

If any security measures are installed to protect

the **buildings** (for example, window locks or alarms), **you** must use these whenever the **buildings** are left unattended, as well as when everyone in the property has gone to bed for the night.

If **you** make a claim under **your** policy and **we** determine that the loss, damage, liability, cost or expense that led to the claim was caused or made worse by **you** failing to take necessary steps under this condition **we** may:

- refuse to pay the claim; or
- reduce the amount of any payment **we** make for the claim.
- make a deduction for wear and tear

3. Changes in Your Circumstances

You must tell **us** as soon as possible if there are any changes to any of the details **you** have provided **us** with as this could affect **your** insurance cover.

Your statement of fact will show the information **you** have provided **us** with.

Examples of these changes are:

- (a) a change of address;
- (b) if someone lives in the **home** other than **you** and **your family**;
- (c) if the **home** becomes **unoccupied** or **unfurnished**;
- (d) if the rebuilding costs of the **home** or the replacement values of the **contents** or **personal possessions** exceed the limits shown in **your schedule**;
- (e) if **you** or **your family** or anyone currently living with **you** are charged or are convicted of any offence other than driving offences;
- (f) if **you** or **your family** or anyone currently living with **you** have been declared bankrupt or are subject to bankruptcy proceedings or

have received a County Court Judgment (CCJ) or Individual Voluntary Arrangement (IVA);

- (g) if **you** change **your** occupation;
- (h) if the **home** is being used for business or professional purposes;
- (i) if the **home** is not in a good state of repair;
- (j) if the **home** is undergoing structural alteration, structural repair, restoration or renovation;
- (k) if any of the information provided in the **statement of fact** has changed.

Please note that if **you** or **we** make any changes to **your** policy,

- **you** may have to pay an extra **Insurer** premium;
- **you** may receive a partial refund on the premium;
- **we** may apply an additional **endorsement**; or
- if **we** are no longer able to cover **your** insurance needs **we** may cancel in line with "Cancelling Your Policy".

4. Other Insurance

If any other insurance policies cover the same loss, damage or liability as **your** policy, **we** will only pay **our** share of the amount of any claim.

5. Fraud

If **you** or **your family**:

- makes a claim under **your** policy which is in any part false or exaggerated;
- supports a claim with a false document or statement;
- makes a claim for any loss or damage as a result of **your** deliberate act or if the loss or damage was caused with **your** agreement or knowledge;

- have committed fraud under any other insurance policy; or
- makes an untrue statement, fails to provide us with information **we** or **Swinton Insurance** have requested, or knowingly provides inaccurate information about their circumstances in order to obtain insurance cover.

We may:

- declare the policy void (treating **your** policy as if it had never existed) from the date the fraudulent act was committed;
- not pay any claims which may or may not have been made on **your** policy;
- recover any previous claims paid under **your** policy;
- not return any premium; or
- cancel **your** policy.

We also may inform the police, other financial services and anti-fraud databases.

6. Contracts (Rights of Third Parties) Act 1999

No third party will have, or be able to enforce any term of **your** policy under the Contracts (Rights of Third Parties) Act 1999. This does not affect the rights or remedies available to a third party, apart from this Act.

7. Claims procedure – See Page 14 for more details

After any loss, damage or incident, **you** or any person insured by **your** policy must:

- report the incident to **us** as soon as possible by phoning **us** on the relevant claims number below;
 - claim under Sections 1 to 3 please refer to **your schedule**;
 - home legal expenses claim under Section 4 on **0800 072 5130**; or

– Home Emergency Cover claim under Section 5 on **0800 072 5125**.

- give **us** all the information and help that **we** ask for, including details of anyone else involved;
- send **us** every letter, claim, or legal document as soon as possible without answering it; and
- tell **us** as soon as possible if there is to be a prosecution, inquest or other court proceedings.

8. Arbitration

If **we** accept **your** claim but **you** do not agree with the amount **we** will pay **you**, **we** will refer the matter to an arbitrator chosen by **you** and **us**. **You** cannot take any action against **us** until **you** and **we** have received the arbitrator's final decision or within 6 weeks of the arbitrator being chosen by **you** and **us**.

9. Unoccupancy

If **you** know that **your home** is not going to be lived in for more than 60 days in a row, **you** must advise **us** as soon as possible, in order to provide **us** with the opportunity to review the risk (e.g. apply an additional premium or **endorsement**).

When **your home** is not lived in and not used overnight by **you** or **your family** for more than 60 days in a row **we** will regard **your home** as **unoccupied**. In these circumstances **we** will not provide full cover as stated under the policy sections applicable and the stated exclusions will apply.

By lived in **we** mean has been slept in for 5 consecutive nights every month or 2 consecutive nights every week. Regular visits to the property externally or internally and occasional overnight stays by **you** or someone with **your** permission will not constitute normal occupancy of the property and the restrictions on the policy will apply.

We consider **your home** to be **unoccupied** even if it has squatters living in it. (A squatter is someone who lives in the property without permission).

We consider **your home** to be **unoccupied** from the date that **you** or **your family** last left the **home**, which may be before the date **your** policy started.

10. Building work

If **you** are planning to have any structural work undertaken at **your home** for example an extension, demolishing any walls, renovation or any form of building work, **you** must tell **us** about any plans at least 7 days before the work commences. **We** will then assess the risk and provide any terms to the policy **we** deem necessary. **We** will not pay any claim for loss or damage caused by and/or arising either directly or indirectly due to the building work taking place, without prior agreement.

You do not need to inform **us** if **you** are undertaking things such as internal painting and decorating, tiling, replacement of bathroom suites and/or kitchen **fixtures and fittings** including sinks, wash basins and showers. Internal joinery, plastering, installation/repair of central heating and external window replacement.

11. Joint Insured

If more than one person is named on the **schedule**, either named person may amend the policy, submit a claim or discuss an existing claim with **us**. If a person named on the **schedule** is to be removed, **we** will only accept authority from the person being removed, or by a court order or written agreement from the person's personal representative such as a solicitor.

12. Security

Check **your schedule** and where **we** have applied the minimum standards of security **endorsement you** must ensure all window and door locks meet the standard and are operational as specified. If the security is not fitted and applied in line with the **endorsement wording**, cover for loss or damage caused by theft, attempted theft or malicious acts will not be covered.

13. Claims free years

If **you** do not make a claim during the **period of insurance**, **we** will take this into account when **we** calculate **your** premium at the next renewal date.

Renewing your policy

At renewal please take time to read **your** renewal notice and **schedule**. If any information is incorrect or not true to the best of **your** knowledge or belief, **your** cover levels on any section are no longer sufficient to allow the full replacement or repair of **your buildings, contents** or **personal possessions** or **your excesses** and/or **endorsements** no longer suit **your** needs, or **you** are unsure, please contact **Swinton Insurance** as soon as possible as this could affect **your** insurance cover and the renewal terms offered.

Swinton Insurance may automatically renew **your** policy on the renewal date. If **Swinton Insurance** automatically renew **your** policy they may place **your** policy with a different insurance company to ensure **you** receive the most competitive premium available to **Swinton Insurance** for **you** for the same cover benefits that would apply. If **Swinton Insurance** do this, they will write to **you** before the renewal date with details of the renewal terms.

If **you** pay **your** premium by direct debit, **Swinton Insurance** will continue to take payments from **your** bank account for the renewal premium.

If **you** do not want to renew, **you** must tell **Swinton Insurance** before the renewal date. **Swinton Insurance** will then refund any payment that was taken for the renewal premium. If **you** do not want to renew, but **you** only tell **Swinton Insurance** after the renewal date, **we** will work out the refund as though **you** had cancelled the policy as shown in *Cancelling your policy* page 52. **We** will refund the premium for the exact number of days left on the policy, unless **you** have made a claim in which case **we** may not refund any premium.

Privacy and Data Policy

Important Note: The definitions used within this document do not apply to this section.

Swinton Group Limited (referred to as “**Swinton**” “**us**” or “**we**” in this notice) is a provider of insurance broking services in the financial services sector in the United Kingdom. What this means is that Swinton arranges and administers insurance policies in conjunction with our insurance panel partners.

Insurance is the pooling and sharing of risk in order to provide protection against a possible event risk occurring. In order to do this, information including your personal data, needs to be shared between different providers within the insurance journey, including insurers, price comparison websites, other brokers and those involved in claims management (who we call “**Insurance Participants**” in this notice). Swinton and the Insurance Participants are committed to safeguarding that personal data.

This notice is designed to help you understand how we and other Insurance Participants process your personal data through the insurance journey, from the point of obtaining a quote from us directly or from a price comparison website, through to taking out a policy, making a claim under your policy, to renewing your policy.

This notice sets out how we will use your personal data, and in particular, details the following:

- 1 **Who we are**
- 2 **Sharing your personal data**
- 3 **The data we collect about you**
- 4 **Where we might collect your personal data from**
- 5 **Identities of Data Controllers and Data Protection Contacts**

6 **The purposes and legal grounds we use for processing your personal data**

7 **Direct Marketing**

8 **Cookies**

9 **Retention of your personal data**

10 **International transfers and third party processors**

11 **Your rights and contact details of the ICO**

Detailed view including drop downs and html appendix link

1. Who we are

Swinton Group Limited (company number 00756681) is registered as a company in England and Wales, with our registered address at Embankment West Tower, 101 Cathedral Approach, Salford M3 7FB. Swinton is part of the Covea Group of Companies. For more information on Swinton as an entity please see our [terms of use].

In relation to the personal data we collect from and use, we are the 'data controller.' This means we decide the purpose and manner in which your personal data is used and processed. The Insurance Participants may also be data controllers of your personal data, and this is explained more fully below.

2. Sharing your personal data

Swinton may share your personal data in a number of ways:

- a) Your personal data may be used by Swinton as the data controller or shared with our sister company Covea Insurance plc (company number 613259) as is necessary and explained within this privacy policy.
- b) Swinton will also share personal data with Insurance Participants, who may be data controllers in their own right.
- c) We may also share your personal data with law enforcement bodies, reinsurers and regulators such as the Financial Conduct Authority, as is necessary and permitted by law. In addition, in the event of a merger, acquisition, or any form of sale of some or all of our assets to a third party, we may also disclose your personal data to the third parties concerned or their professional advisors as is necessary.

d) To assist us in providing insurance broking services to you, it is necessary for us to use third party suppliers. In using these third party suppliers, we often have to share and allow access to personal data to enable those third party suppliers to carry out the relevant services. If third party suppliers are using personal data to provide services on our behalf, they are known as 'data processors'. Examples of important areas where we use third party suppliers (and therefore data processors) include for the purposes of:

- web and data hosting;
- cloud software;
- claims management;
- print production;
- market research;
- pricing and analytics;
- providing credit;
- credit searches;
- brand and product development;
- fraud prevention;
- compliance monitoring, quality management and audit; and
- debt management and collection.

We will ensure that any data processor we use has entered into a contract with us which fully sets out the data processor's duties, including in relation to protecting the processing of your personal data.

3. The data we may collect about you (your personal data).

The following is a list of the types of personal data we may collect and hold about you:

Types of personal data	Details
Individual details	Name, address (including proof of address), other contact details (e.g. email and telephone numbers, gender, marital status, date and place of birth, nationality, employer, job title and employment history, and family details, including their relationship to you, vehicle and property details.
Identification details	Identification numbers issued by government bodies or agencies, including your national insurance number, passport number, tax identification number and driving license number.
Financial information	Bank account or payment card details, income or other financial information.
Risk details	Information about you which we need to collect in order to assess the risk to be insured and provide a quote. This may include data relating to your health, criminal convictions, or other special categories of personal data. For certain types of policy, this could also include telematics data.
Policy information	Information about the quotes you receive and policies you take out.
Credit and anti-fraud data	Credit history, credit score, sanctions and criminal offences, and information received from various anti-fraud databases relating to you.
Previous and current claims	Information about previous and current claims, (including other unrelated insurances), which may include data relating to your health, criminal convictions, or other special categories of personal data and in some cases, surveillance reports.

Some of the personal data you share with us may be what is known as **'special category'** personal data. Certain categories of personal data have additional protection under data protection regulation due to its sensitivity. Special category data includes data relating to health, criminal convictions, racial or ethnic origins, political opinions, religious or philosophical beliefs, trade union membership, genetic, biometric or data concerning sex life or sexual orientation. For the purposes of this notice, we should only process special category relating to health or criminal convictions.

4. Where we might collect your personal data from

We may receive your personal data through various channels; over the phone, through our website, face to face and directly through secure transfer from other Insurance Participants.

We might collect your personal data from various sources, including:

- you;
- your family members, employer or representative;
- other Insurance Participants;
- credit reference agencies, anti-fraud databases, sanctions lists, court judgements and other databases;
- government agencies such as the DVLA and HMRC;
- open electoral register; or
- in the event of a claim, third parties including the other party to the claim (claimant/defendant), witnesses, experts (including medical experts), loss adjusters, solicitors, and claims handlers

The particular sources which apply in each case will depend on the context and your particular circumstances.

Disclosing other people's information to us

You should show this notice to anyone whose personal data you provide to Swinton. You must ensure that any such personal data you supply relating to anyone else is accurate and that you have obtained their consent to the use of their personal data for the purposes set out above. Where you authorise a third party on the policy, it is our standard practice to speak to either you or the third party regarding the policy, after completing relevant identity checks.

Telephone call recording

Telephone calls with us will be recorded for training, quality and complaint handling purposes. We engage third parties to carry out compliance monitoring on our behalf, and personal data including call recordings, is made available to such parties for this purpose.

5. Identities of Data Controllers and Data Protection Contacts

We are an insurance broker, which means that we will present quotes and incept policies from our panel of insurers. Some of these are intermediaries who will provide quotes to us from their own panel of insurers.

In order for us to provide our insurance broking services, your personal data is shared between Insurance Participants, including our insurance panel members, some of which you will not have direct contact with. Whilst Swinton is the data controller of any data it collects or uses, during the insurance journey, other Insurance Participants may also be a data controller. The initial data controller depends on how you have taken out your policy:

- **Where your employer or another organisation took out the policy for your benefit:** you should contact your employer or the organisation that took out the policy who should provide you with details of the insurer or intermediary that they provided your personal data to and you should contact their data protection contact who can advise you on the identities of other Insurance Participants that they have passed your personal data to.
- **Where you are not the policy holder or an insured:** you should contact the organisation that collected your personal data who should provide you with details of the relevant data protection contact.

Our insurance panel members

Who we share your personal data with, will depend upon whether you request a quote for a non-business policy, such as a personal motor policy or home policy, or whether you are a business customer. Further details are available on request.

6. The purposes and legal grounds we use for processing your personal data

Swinton will use and process your personal data in a variety of ways or **'purposes'**. A full list of the purposes we use is found in Appendix A at the end of this section, in order to provide services to you as an insurance broker. We must have a legal ground to process that personal data for the activity we are undertaking.

A summary of the legal grounds we use to personal data, are set out as follows:

- (i) In order to provide you with insurance quotes, set up and maintain your insurance policy, carry out fraud and credit checks, and handle claims, the legal ground for processing your personal data is that it is necessary for the performance of your insurance policy;

Failure to provide the requested personal data may mean we are unable to obtain a quote or incept a policy for you.

- (ii) For the following purposes for processing data, the legal ground we use to process that personal data is that it is necessary to fulfil our legitimate interests. Therefore, it is in our legitimate interest to process personal data for the purposes of:-

- network and information security,
- pricing modelling and analytics,
- defence and prosecution of legal claims,
- investigation or prosecution of fraud,
- transfer books of business, sale or reorganisations of the business
- direct marketing by post and phone

Further information on how we assess our legitimate interests can be made available on request.

7. Direct Marketing

Swinton may contact you by post and telephone for our legitimate marketing purposes in order to let you know about offers and other products and services. With your consent we may from time to time contact you by SMS or email with details of our other products and services.

We may collect personal data about you which, when combined with the personal data you have given us, helps us to target and tailor communications which we believe may be more relevant to you.

If you would like to opt out of receiving marketing correspondence of any kind, you can let us know at any time by writing to us, by calling us on 0800 116 4181 or online at www.swinton.co.uk/contact-us/customer-feedback/

We do not sell or pass on your details to any third parties for the purposes of marketing their own products or services.

8. Profiling and automated processing of personal data

When calculating insurance premiums Insurance Participants may compare your personal data against industry averages. Your personal data may also be used to create the industry averages going forward. This is known as profiling and is used to ensure premiums reflect risk.

Profiling may also be used by Insurance Participants to assess personal data you provide to understand fraud patterns.

Where special categories of personal data are relevant, such as medical history or past motoring convictions for motor insurance, your special categories of data may also be used for profiling.

Insurance Participants might make some decisions based on profiling and without human intervention (known as automatic decision making).

The legal ground Swinton uses to carry out automated processing is that it is necessary for the purposes of entering into, or performance, of your insurance policy. Swinton uses automated processing for the following purposes:-

(i) Fraud prevention and detection

In order to prevent or detect fraud we will check your details with various fraud prevention agencies and anti-fraud databases, who may record a search. These checks include processing conducted automatically by computers.

Insurers pass information to the Claims Underwriting Exchange database, run by the Motor Insurers' Bureau (MIB). The aim is to help us check information provided and also to prevent fraudulent claims. We may at any time search the database including when we deal with your request for insurance.

If fraud is suspected, information will be shared with insurers and fraud prevention agencies. We search these databases when we deal with your request for insurance, at renewal, if changes are made to the policy or, in the event of an incident or claim. Other users of the fraud prevention databases, such as law enforcement agencies, may use this information in their own decision making processes. Under the conditions of your policy, you must tell us about any incident (such as an accident or theft) which may or may not give rise to a claim. When you tell us about an incident we will pass information relating to it, to our claims management business partners. All telephone calls relating to applications and claims may be monitored and recorded and the recordings used for fraud prevention and detection, training and quality control purposes.

We may also share your information with law enforcement agencies, other organisations and public bodies where we reasonably believe it is necessary for the prevention and detection of fraud, crime or where required to do so under a court order.

If your application for insurance has been declined and you believe this to be incorrect please explain why to a member of staff who will review the circumstances. You can contact us on 0800 1164181.

(ii) Credit reference checks

Soft Search

We will conduct credit reference checks at one or more of the UK's credit reference agencies ("CRAs") in certain circumstances. In all cases these checks will be carried out to confirm identity, help prevent fraud and calculate premiums. This is a soft search which means it is only visible to you (if you request a copy of your credit file at the credit reference agencies) and is not visible to other organisations. This type of credit reference check will not affect your credit file.

The search will be visible on your credit report but it won't affect your credit rating as it's not an application for credit. The CRAs may add the details of our searches and personal data that we hold about you to their records relating to you.

Quotation Search

In a small number of cases, including in order to obtain premiums from certain insurers, a fuller credit reference check which we call a quotation search may need to be conducted with the CRAs. If this is the case you will be informed. We will conduct that type of search only with your explicit consent. This type of search will leave a footprint on your credit file which is visible to other lenders and companies unrelated to us (for example, other CRA customers).

This type of search and the personal data about you may be used and disclosed by the CRAs to other lenders and companies to enable them to trace your whereabouts, recover debts that you

owe and to verify your identity.

The Information Commissioners Office has provided guidance on how CRA checks work and how long information is retained for <https://ico.org.uk/media/for-the-public/documents/1282/credit-explained-dp-guidance.pdf> (PDF 953KB)

Records remain on file at the CRAs for six years after they are closed, whether settled by you or defaulted. CRAs may use this personal data for the purpose of carrying out statistical analysis about credit ratings. If you tell us that you have a spouse or financial associate with whom you have a personal relationship that creates a financial association* in a similar way to a married couple (for example if you have been living at the same address at the same time), we may:

- (i) search, link and/or record information at CRAs about you both,
- (ii) link any individual identified as your financial associate, in our own records,
- (iii) take both your and their information into account in future applications by either or both of you, and
- (iv) continue this linking until one of you notifies us that you are no longer linked.

* An association shows that you have a financial connection with someone else. This can be created by joint judgments, joint accounts, joint credit applications, or from information you have previously provided to CRAs through quotations and applications for credit.

Linked records

When CRAs receive a search from us they will link together your records and records about your spouse or financial associate. Links will remain on your credit file and theirs until such time as you or they successfully files for a disassociation with the CRAs. If your circumstances change and you believe you are no longer financially linked with another person you should contact the CRAs about this.

Contacting Credit Reference Agencies

You can contact the CRAs currently operating in the UK (CallCredit, Equifax and Experian) to find out what information they hold about you. The information they hold may not be the same so you may wish to contact more than one. Their details are below. They are entitled charge you a small statutory fee.

Call Credit, 0330 024 7574 or log on to www.callcredit.co.uk.

Equifax, Equifax Ltd Customer Service Centre, PO Box 10036, Leicester , LE3 4FS, 0333 3214043 or log on to www.equifax.co.uk.

Experian, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0344 481 0800 or log on to www.experian.co.uk

Both types of credit checks as described above may be completed when obtaining a quote for you, whenever you change or renew the policy, to offer payment options and to calculate premiums.

If you would like further information on any of this automated processing you can contact us on 0800 1164181.

(iii) Risk analytics and insurance premium pricing

We will process your personal data to determine premium pricing, and assess a number of risk rating factors relating to your insurance policy.

(iv) Marketing

We will process your personal data to enable us to develop, review and improve the services which we offer and to enable us to provide you with relevant information through our marketing programme.

We may use your information to make decisions about you using technology to track or profile your, online journey, such as how you arrive on our website and for assessing which products might be most suitable for you.

If you believe the outcome of any automated processing has resulted in an outcome that you did not expect please explain why to a member of staff who will review the circumstances. You can contact us on 0800 1164181 to explain the circumstances.

9. Cookies

A cookie is a small text file that can be stored on your computer/device and is a standard feature on most modern websites in order to support your browser whilst navigating, to keep your website preferences and help to tailor your online experience.

We use cookies for a number of things. If you would like to read about them in more detail please see our full Cookie Policy on our website where we have listed which cookies we use and how to remove them from your device.

10. Retention of your personal data

Swinton will delete personal data in line with its retention policies. Personal data will be retained for the minimum amount of time necessary for each type of activity that we conduct.

For the purposes of supporting our complaint handling, quality management, regulatory requirements and to defend against legal claims, personal data associated with the provision of quotes, inceptions and management of policies will be retained for a maximum of 7 years from the conclusion of your relationship with us.

Personal data will be retained for 11 years for the purpose of analysing and assessing risk in relation to insurance claims.

Personal data relating to quotes requested and subsequently not taken up by you will only be processed for marketing purposes for 4 years. Should you wish to stop receiving any form of marketing contact please let us know.

Call recordings will be retained for 3 years. Certain call recordings may be held for longer in the event that they are required to support specific regulatory investigations, complaints handling or the prevention and detection of crime.

11. International transfers and third party processors

As we have set out above, third parties may be used by us to ensure we can provide all or part of the service to you. In these instances, while the personal data you provide will be disclosed to them, it will only be used for services for which we have engaged that third party.

When we engage a third party to process any personal data,, we conduct appropriate data protection and information security due diligence. We use audits, evidence certifications, penetration

and vulnerability tests and conduct on site reviews where appropriate. All transfers of personal data between Swinton and our suppliers are sent using a secure method.

From time to time we may need to process some of your information using third parties located in countries outside of the European Economic Area ("EEA"). If your information is processed outside the EEA, we will take all necessary steps to ensure it is adequately protected. This includes ensuring there is a contractual agreement in place with the third parties which provides the same level of protection as required by the data protection regulation in the UK and EEA.

12. Your rights and contact details of the ICO

As we control how your personal data is used , we are the data controller and you are the 'data subject.' Under data protection regulations you have rights as a data subject You may have the right as a data subject to require us to:

- provide you with further details on the use we make of your personal data including special category data;
- provide you with a copy of the personal data you have provided to us;
- provide information that you have provided to us to either you or a third party in a reusable format;
- update any inaccuracies in the personal data we hold about you;
- delete any special category of data/personal data that we no longer have a lawful ground to use;
- where you have consented to Swinton processing your personal data for a particular purpose, to withdraw your consent so that we stop that particular processing;

- object to any processing based on the legal ground Swinton is processing it in its legitimate interests unless our reasons for undertaking that processing outweigh any prejudice to your data protection rights; and
- restrict how we use your personal data whilst a complaint is being investigated.

In certain circumstances we may need to restrict the above rights in order to safeguard the public interest (e.g. the prevention or detection of crime) and our interests (e.g. the maintenance of legal privilege). We will explain this to you as necessary.

YOUR RIGHT TO COMPLAIN TO THE ICO

If you are not satisfied with our use of your personal data or our response to any request by you to exercise any of your rights in this section, or if you think that we have breached data protection regulation, then you have the right to complain to the Information Commissioner's Office ("**ICO**").

Please see below for contact details of the ICO

Information Commissioners Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 Tel: 0303 123 1113 (local rate) or
 01625 545 745 (National rate)
 Email: casework@ico.org.uk

If you have any questions in relation to our use of your personal data , you should first contact the Data Protection Officer Swinton Insurance, Embankment West Tower, 101 Cathedral Approach, Salford, M3 7FB

If you would like to speak to us about how we use your information you can contact us on 0800 1164181.

Appendix a

List of legal grounds we rely upon

For processing personal data and special categories of personal data	
Legal Ground	
Performance of our contract with you	Processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering into a contract.
Compliance with a legal obligation	Processing is necessary for compliance with a legal obligation to which we are subject.
Protection of vital interests of you or another person	Processing is necessary in order to protect the vital interests of you or another natural person.
In the public interest	Processing is necessary for the performance of a task carried out in the public interest.
For our legitimate business interests	Processing is necessary for the purposes of the legitimate interests pursued by us or by a third party, except where such interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data, in particular where you are a child. These legitimate interests are set out next to each purpose.
For processing special categories of personal data	
Your explicit consent (optional)	You have given your explicit consent to the processing of those personal data for one or more specified purposes. You are free to withdraw your consent , by contacting our Data Protection contact.
Your explicit consent (necessary)	You have given your explicit consent to the processing of those personal data for one or more specified purposes, where we are unable to procure, provide or administer insurance cover without this consent. You are free to withdraw your consent by contacting our Data Protection Contact. However withdrawal of this consent will impact our ability to provide insurance or pay claims. For more details see section 5.

Protection of vital interests of you or another person, where you are unable to consent	Processing is necessary to protect the vital interests of you or of another natural person where you are physically or legally incapable of giving consent.
For legal claims	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.
In the substantial public interest	Processing is necessary for reasons of substantial public interest, on the basis of EU or UK law.
For health services	Processing is necessary for the purposes of preventative or occupational medicine, for medical diagnosis, the provision of health or social care or treatment on the basis of EU or UK law or pursuant to contract with a health professional who is under legal or professional obligations of secrecy.

More information

Other things you should know about us and how what we do is regulated

Registration and Regulatory Information

Swinton Group Limited, registered in England and Wales number 756681, whose registered office is at: Embankment West Tower, 101 Cathedral Approach, Salford, M3 7FB. Swinton Group Limited are authorised and regulated by the Financial Conduct Authority under number 309599.

Details of the **Insurers** for Sections 1 – 3 of **your policy** will be held within **your schedule**.

The **Insurers** of Section 4 are UK General Insurance Limited, on behalf of Great Lakes Reinsurance (UK) SE. In the event of a claim, UK General Insurance Limited act for Great Lakes Reinsurance (UK) as their agent.

The **Insurers** of Section 5 are Inter Partner Assistance SA (IPA).

Financial Services Compensation Scheme

The **Insurers** and **Swinton Insurance** are all covered by the Financial Services Compensation Scheme (FSCS). **You** may be able to get compensation from the FSCS if the **Insurers** cannot meet their obligations. Home Insurance is covered for 90% of the claim without any upper limit. **You** can get more information about this at www.fscs.org.uk or **you** can phone the FSCS on 0800 678 1100 or 0207 741 4100. **You** can check this on the Financial Services Register by visiting the FCA's website www.fca.org.uk/register.

Law

You and **we** can choose the law that governs **your** policy. Unless **you** and **we** agree differently in writing, English law will apply and the English courts alone shall have jurisdiction in any dispute. **We** supply the policy documents only in English, and will always communicate with **you** in English.

We and **Swinton Insurance** may record phone calls for training and monitoring purposes.

Swinton Insurance

Embankment West Tower,
101 Cathedral Approach,
Salford,
M3 7FB

www.swinton.co.uk

Swinton Group Limited, registered in England and Wales, registered number 756681 whose registered office is at: Embankment West Tower, 101 Cathedral Approach, Salford, M3 7FB. Calls are recorded for training and quality purposes. Authorised and regulated by the Financial Conduct Authority.

