

## **PRIVACY POLICY**

WTJ Insurance Brokers Ltd is committed to protecting your privacy. This Privacy Policy explains how we use the information we collect.

### **Personal Information**

When we receive information from you we will use this information to obtain a quotation or renewal for Insurance Purposes. This will also include managing your Policies and Claims. We may in some instances need to collect sensitive data which may include the physical or mental health of you or your family, or criminal offences etc. If you provide us with any information on behalf of a third party you must get the explicit consent of that person before passing the information to us.

If you are, or have been a customer of ours, then we will continue to process the information you have provided in order to service your Insurance requirements. This requirement will continue for as long as the agreement exists and for some time after as required by law.

We will only pass your personal information to a third party order to provide you with quotations, renewals and any other Insurance Requirements you may have.

### **Dealing with other people.**

It is our Policy that we will only speak to someone who is named on the Policy. If you would like us to deal with someone else on an ongoing basis then please contact us to let us know.

### **Security**

All data that you provide us with is stored on our Secure Servers. Once we have received the data from you, we use certain procedures and security features to try and prevent any unauthorised access.

Sending information on the internet or via email is not secure, however we use reasonable endeavours to protect your personal data. We cannot guarantee the security of the data and transmission by these means are at your own risk.

### **Changes to the Privacy Policy**

We will continue to keep this Privacy Policy up to date and you should check on our website regularly for any amendments.

### **Marketing**

We would like to keep you up to date with any news, changes to legislation and products but if you do not wish to receive such information then you can email us at [insurance@wtj.co.uk](mailto:insurance@wtj.co.uk)

### **Cookies**

We use cookies to identify your computer when you are on our Website. A cookie is a file sent by the Website to your computer and used by the Website to identify you. This will help is to improve our site and to deliver a personalised service.

You may configure your Brower to refuse or restrict the use of cookies. If you do this you may be unable to gain access to certain areas on our website.

Please note that anyone advertising on our site may use cookies but we so not have any control over this.

### **Access to your information**

You have a right to access your information that we hold about you. Please write to the Data Protection Officer at our address and ask for a Subject Access Request Form.