

For bikers who love biking

Your Policy Document EXCESS CONTRIBUTION INSURANCE

Policy Summary



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EXCESS CONTRIBUTION - POLICY SUMMARY

Please refer to your statement of cover, which shows whether you have excess contribution cover along with the level of cover, and your policy schedule, which details the start and end dates of your policy.

Please note that this policy summary does not contain the full terms and conditions of the contract of insurance; so please take time to read the policy document to make sure you understand the cover it provides.

Insurer:

UK General Insurance Limited on behalf of: Ageas Insurance Limited, Registered in England No.354568. Registered Office: Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire S053 3YA.

UK General Insurance Limited is authorised ad regulated by the Financial Conduct Authority. Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. This can be checked on the Financial Services Register at www.fca.org.uk/register or by contacting 0800 1116768.

Summary of Features & Benefits	Details & Limits	Policy Section
This cover provides for a contribution to your excess in the event of you making a claim on your motorcycle insurance policy for accidental damage, fire, theft and vandalism.	and in aggregate is provided on your statement of cover.	Statement of Cover and Cover Provided [page 7].
Significant exclusions.	 Where your motorcycle insurer or any third party has waived or reimbursed you the excess amount or where you are recovering the excess in the form of damages from a third party. In respect of any claim which is not covered under the accidental damage, fire or theft section of the motorcycle insurance policy or which occurs while your motorcycle is being ridden or used by a person not named on the certificate of motor insurance. 	Specific Exclusions [page 8] and General Exclusions [page 9].

Information You Provide & Changes In Your Circumstances:

You are required by the provisions of the Consumer Insurance (Disclosure and Representations) Act 2012 to take care to:

- supply accurate and complete answers to all the questions BeMoto may ask as part of your application for cover under the policy;
- to make sure that all information supplied as part of your application for cover is true and correct;
- tell us of any changes to the answers you have given as soon as possible.

Failure to provide answers in-line with the requirement of the Act may mean that your policy is invalid and that it does not operate in the event of a claim.

Cancellation rights:

If you decide that for any reason, this policy does not meet your insurance needs then please contact BeMoto. You can cancel your policy at any time and different conditions apply depending on when cancel your policy. The 'Cancellation' section (page 11) of this document provides full details of these.

Policy Summary

Claims:

To make a claim, call our 24/7 claims helpline 01285 626020. Please see the 'Claims Handling' section (page 12) of this document for full details of what to do in the event of a claim.

Complaints:

It is our intention to give you the best possible service but if you do have any questions or concerns about this insurance or the handling of a claim you should follow the procedure below.

Complaints regarding the sale of your policy should be directed to: BeMoto, PO Box 1338, Peterborough, PE1 9RU, tel: 01733 907000, email: complaints@bemoto.uk

Complaints regarding <u>a claim on your policy</u> should be directed to: Trent-Services (Administration) Limited, Trent House, Love Lane, Cirencester, Gloucestershire, GL7 1XD. Tel. 01285 626020.

If your complaint cannot be resolved by BeMoto or Trent Services Limited by the end of the next working day, it will be passed to: The Customer Relations Department, UK General Insurance Limited, Cast House, Old Mill Business Park, Leeds, LS10 1RJ. Telephone: 0345 218 2685. Email: customerrelations@ukgeneral.co.uk

Please ensure your policy number is quoted in all correspondence to assist a quick and efficient response.

If it is not possible to reach an agreement, you have the right to make an appeal to the Financial Ombudsman Service. This also applies if you are insured in a business capacity and have an annual turnover of less than €2million and fewer than ten staff. You may contact the Financial Ombudsman Service at: The Financial Ombudsman Service, Exchange Tower, Harbour Exchange Square, London, E14 9SR. Telephone: 0300 123 9 123.

Financial Services Compensation Scheme (FSCS)

Ageas Insurance Limited is covered by the Financial Services Compensation Scheme (FSCS).

You may be entitled to compensation from the scheme, if they cannot meet their obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. You can get more information about compensation scheme arrangements from the FSCS or visit www.fscs.org.uk

Contents

Policy Summary	Key Facts	2
Definitions	Words with special meaning in this document	5
Your Contract of Insurance		6
Cover Provided		7
Specific Exclusions		8
General Exclusions	The exclusions that apply to whole of this policy	9
General Conditions	The conditions that apply to whole of this policy	10
Termination / Cancellation		11
Claims		12
Complaints		13
Data Protection Act 1998	Show this to anyone else you have given information about	15

Definitions

The words or expressions detailed below have the following meaning whenever they appear in this policy in **bold**:

BeMoto, We, Us, Our

BeMoto is a trading name of Moto Broking Limited registered in England and Wales, company Number 09676058 Registered office: Ruthlyn House, 90 Lincoln Road, Peterborough, PE1 2SP. Moto Broking Limited is authorised and regulated by the Financial Conduct Authority (FCA registration number 715903).

Certificate of Insurance

The current document that proves **you** have the insurance you need by law. The certificate shows who can ride **your motorcycle** and what **you** can use it for.

Consequential Loss

Any other costs that are directly or indirectly caused by the event which led to **your** claim unless specifically stated in this policy, including but not limited to additional costs of transportation.

Excess

The first amount of any claim you are responsible for paying under the terms of your motorcycle insurance policy.

Excess Contribution

The maximum amount that can be claimed under this policy as stated on the **Statement of Cover** during the **Period of Insurance**.

Geographic Limits

England, Scotland, Wales, the Channel Islands, Isle of Man, Northern Ireland and any country which is a member of the European Union and in any country which the Commission of the European Communities is satisfied has made arrangements to meet of Article (8) of EC Directive 2009/103/EC relating to civil liabilities arising from the use of a motor vehicle.

You can find more information on the countries that follow the above EU Directive by visiting www.mib.org.uk

Incident(s)

The event that led to or may give rise to a claim under your motorcycle insurance policy.

Insured, You, Your

The person whose name appears on the **policy schedule**.

Motorcycle Insurance Policy

A policy providing motorcycle insurance in respect of **your motorcycle** which is effected and kept in force or replaced by a similar motorcycle insurance policy for the duration of the **period of insurance**.

Motorcycle Insurer

An authorised and regulated UK insurance company who is providing **your motorcycle insurance policy** covering **your motorcycle**.

Period of Insurance

The term of cover will start on the **start date** and shall not exceed 12 months from the commencement of your **motorcycle insurance policy** as shown on the **policy schedule**.

Policy Schedule

The document that contains details of you and your motorcycle and the start and end dates.

Proposal

Any information provided by **you** or anyone acting on **your** behalf when applying for this policy.

Start Date

The date your excess contribution cover shall start as shown on your policy schedule.

Statement of Cover

The document issued to you which details whether you have excess contribution cover along with the level of cover.

UK General Insurance

UK General Insurance Limited on behalf of Ageas Insurance Limited.

Waived, Reimbursed

Where a third party has already paid the **excess**.

Your Motorcycle

The insured motorcycle(s) shown in your policy schedule and described on your certificate of insurance.

Your Contract of Insurance

HELMET AND LEATHERS

Your Excess Contribution Insurance is arranged by: Moto Broking Limited with UK General Insurance Limited on behalf of Ageas Insurance Limited.

Ageas Insurance Limited is registered in England No.354568. Registered Office: Ageas House, Hampshire Corporate Park, Templars Way, Eastleigh, Hampshire S053 3YA.

Moto Broking Limited and UK General Insurance Limited are authorised and regulated by the Financial Conduct Authority.

Ageas Insurance Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

This can be checked on the Financial Services Register by visiting the FCA's website at www.fca.org.uk/firms/ systems-reporting/register or by calling them on 0800 111 6768.

In return for the payment of **your** premium **UK General Insurance** will provide the insurance cover detailed in this policy document, subject to the terms, conditions, and limitations shown below or as amended in writing by **us** and during the **period of cover**.

IMPORTANT

It is important that you check your Policy Schedule to ensure that the information that you have provided to us is accurate. Please take the time to read the contents of this policy to ensure that you understand the cover we are providing you and that you comply with these terms and conditions. This policy wording, your Statement of Cover and your Policy Schedule are important documents; please keep them in a safe place in case you need to refer to them for any reason.

GOVERNING LAW

Unless some other law is agreed in writing, this policy is governed by English law. If there is a dispute, it will only be dealt with in the courts of England or of the country within the United Kingdom in which **your** main residence is situated.

Eligibility

To qualify for cover under this policy:

The motorcycle insurance policy must be provided by an authorised and regulated motorcycle insurer;

- a. You must not be aware of any incident prior to the start date;
- b. You must:
 - i. Be a permanent resident in the United Kingdom;
 - ii. Hold a current and valid UK or full European driving licence;
 - iii. Be the policyholder on the **motorcycle insurance policy** and **your motorcycle** must be specified on the **Policy Schedule**.

Cover Provided

- a. Cover is provided for the **excess** being the first amount that **you** are responsible to pay as part of a physical damage claim which has resulted from an accidental damage, fire, theft or vandalism claim under the **motorcycle insurance policy**. Only when the value of the total claim under the **motorcycle insurance policy** is equal to or exceeds the **excess** stated in the **motorcycle insurance policy** will cover be provided.
- b. Payment of the **excess contribution** under this policy will only occur when the claim made under the **motorcycle insurance policy** has been successfully settled, the **motorcycle insurer** fulfilling cover under the **motorcycle insurance policy** and you evidencing payment of the **excess** and / or deduction of the **excess** from the **motorcycle insurer** claim payment.
- c. The excess contribution provided by the policy is limited to the excess contribution level selected at time of purchase and recorded on the policy schedule. The excess contribution under the policy during the period of insurance applies per claim and in aggregate.

Specific Exclusions

WHAT IS NOT COVERED

This insurance does not provide cover:

- a. For any excess claim in respect of personal effects, accessories, glass or audio/visual equipment.
- b. For any amount other than the stated excess on your motorcycle insurance policy.
- c. Where **your motorcycle insurer** or any third party has **waived** or **reimbursed you** with regards to the **excess** amount or where **you** are in the process of recovering the **excess** in the form of damages from a third party.
- d. In respect of any **incident** which is not covered under the accidental damage, fire or theft section of the **motorcycle insurance policy** or which occurs while **your motorcycle** is being ridden or used by a person not named on the **certificate of insurance**.
- e. Claims where your motorcycle is being used for any of the following are not covered:
 - Dispatch, courier and messenger services, or food delivery;
 - Racing, pace making or being in any contest or speed trial (road safety rallies and treasure hunts will be covered);
 - Riding on any race track, circuit or de-restricted toll roads;
 - Trials (apart from where your motorcycle is travelling on a road which the public has access to).
- f. Motorcycles which are invalid carriages.
- g. In respect of any **incident** arising during or in consequence of war, riot or civil commotion elsewhere in Great Britain, Isle of Man or the Channel Islands.
- h. In respect of any **incident** when the rider of **your motorcycle** is intoxicated by alcohol or under the influence of drugs not prescribed by a registered medical practitioner or drugs prescribed by a registered medical practitioner where a warning against driving has been given.
- i. Any liability in connection with the use or ownership of your motorcycle.
- j. In respect of any claim whatsoever in the event that the rider of **your motorcycle** at the time of the **incident** giving rise to a claim hereunder was riding illegally.
- k. Any motorcycle, which is not covered by a motorcycle insurance policy for the period of insurance.
- I. If you or anyone acting on your behalf fail to disclose any information requested during the proposal.
- m. In respect of any excess waived by the motorcycle insurer or any third party.
- n. If either the proposal details or the premium are not received by the insurer.
- o. Where the incident occurred before the start date of the period of insurance.

General Exclusions

WHAT IS NOT COVERED

The insurer will not be liable for any claim for:

- a. Loss or damage caused by or arising from your intentional act or wilful neglect.
- b. Loss of use of your motorcycle or consequential loss of any nature whatsoever.
- c. Penalties for delay or detention or in connection with guarantees of performance or efficiency, which is directly or indirectly caused by or is a result of:
 - i. earthquake,
 - ii. war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power confiscation, or nationalisation,
 - iii. riot or civil commotion outside England, Scotland, Wales, the Isle of Man and the Channel Islands.
- d. Loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising there from or any **consequential loss**.
- e. Any legal liability of whatsoever nature directly or indirectly caused by or contributed to be or arising from ionising radiations or contamination by radioactivity from the combustion of nuclear fuel.
- f. For damage caused by pressure waves of an aircraft or other aerial device travelling at sonic or supersonic speed.
- g. For liability, which attaches by virtue of an agreement but which would not have attached if the agreement did not exist.

General Conditions

- a. The policy, **statement of cover** and **policy schedule** will be read as one contract. A word or expression to which a specific meaning has been attached will keep the same meaning wherever it appears unless specifically stated otherwise. A particular word or phrase, which is not defined, will have its ordinary meaning.
- b. You are required by the provisions of the Consumer Insurance (Disclosure and Representations) Act 2012 to take care to supply accurate and complete answers to all the questions in the proposal and to make sure that all information supplied is true and correct. You must tell us of any changes to the answers you have given as soon as possible. Failure to advise us of a change to your answers may mean that your policy is invalid and that it does not operate in the event of a claim
- c. Your name and address details on the **policy schedule** must match the personal details of the lead name on the **motorcycle insurance policy** under which the **excess** has been deducted.
- d. Fraud **UK General Insurance** will void this policy in its entirety from the date of loss or alleged loss and no cover provided will apply if:
 - i. a claim made by **you** or anyone acting on **your** behalf to obtain any benefit is fraudulent or intentionally exaggerated; or
 - ii. a false declaration or statement is made in support of a claim under this policy.
- e. Subrogation **UK General Insurance** may at their own expense take such proceedings as they think fit in the name of the **Insured** to enforce any rights and remedies against or obtain relief or indemnity from other parties to which **UK General Insurance** shall be or may become entitled or subrogated under this policy and the **Insured** shall at the request and expense of **UK General Insurance** do such acts and things as may be reasonably required by **UK General Insurance** for that purpose.
- f. Observance of Policy Terms it is a condition precedent to **UK General Insurance's** liability that you have complied with the terms and conditions of this policy.
- g. Limit of Liability in the event of the excess contribution being paid as a consequence of any incident UK General Insurance will deem that full liability has been met under the terms of this policy and the insurance cover will cease upon settlement. In no circumstances shall the liability of UK General Insurance exceed the excess contribution amount shown in the statement of cover.
- h. Claims **UK General Insurance** shall not be liable for any claim arising directly or indirectly caused by or contributed by or in consequence of a loss listed under the headings "Exclusions" and "General Exclusions".
- i. No agent is authorised to alter or amend this policy to waive any conditions or restrictions contained therein, to extend the time for paying a premium, or to bind UK General Insurance by making any promises or representations or by giving or receiving information. This policy cannot be varied, altered or its contents waived in any respect unless by written agreement endorsed thereon or by the rider attached thereto, and signed by an authorised Official of UK General Insurance.
- j. Assignments You shall not be entitled to assign any of your rights hereunder unless agreed by UK General Insurance.
- k. The policy is only valid within the **geographic limits**.

Termination

The insurance provided hereunder will automatically terminate on the occurrence of one of the following:

- a. The natural expiry date of the policy;
- b. Payment of a claim under the policy;
- c. The date on which you cancel the policy;
- d. The date on which we cancel the policy; or
- e. The date on which you cancel the motorcycle insurance policy and do not replace it.

Cancellation

If **you** decide that for any reason, this policy does not meet **your** insurance needs then please contact **BeMoto** within 14 days of issue. On the condition that no claims have been made or are pending, **we** will then refund the additional premium less a proportionate deduction for the time the insurer has provided cover.

If you wish to cancel your policy after 14 days, you can do so at any time by contacting **BeMoto**. If you have paid an additional premium for this policy, you will be entitled at any time to a pro-rata refund of premium provided that you have paid the annual premium in full and that no claims have been made or are pending. Where you have made a claim and wish to cancel your policy, you will not be entitled to any refund. Please note that cancellations will not be backdated.

If this cover has been provided in **your** policy as standard (as shown in **your Statement of Cover)** this policy cannot be cancelled without cancelling **your** main **motorcycle insurance policy**.

If you cancel your motorcycle insurance policy, this excess contribution cover will automatically be cancelled at the same time.

UK General Insurance shall not be bound to accept renewal of any insurance and may at any time cancel any insurance document by giving 14 days' notice in writing where there is a valid reason for doing so. A cancellation letter will be sent to **you** at **your** last known address.

Valid reasons may include but are not limited to:

- 1. Fraud
- 2. Non-payment of premium
- 3. Threatening and abusive behaviour
- 4. Non-compliance with policy terms and conditions

Provided the premium has been paid in full **you** will be entitled to a proportionate rebate of premium in respect of the unexpired period showing on the insurance.

Claims Conditions

In the event of any loss or damage, which may give rise to a claim, **you** or **your** legal personal representative must at **your** own expense: Supply all information and assistance, which **UK General Insurance** may reasonably require in establishing the amount of any payment under this insurance. Provide written notice of the facts on which the claim is based, to be provided to **UK General Insurance** within 30 days of the date of the **incident**.

Claims Conditions

If **you** wish to notify **us** of a claim, please contact **BeMoto** claims line c/o Trent-Services (Administration) Limited on Tel. 01285 626020 or at: Trent-Services (Administration) Limited, Trent House, Love Lane, Cirencester, Gloucestershire, GL7 1XD.

You will be required to provide the following information in support of your claim:

- a. Your name, address and postcode;
- b. A daytime contact telephone number;
- c. The policy reference number for **your excess contribution** policy and **your motorcycle insurance policy** and detail of the **motorcycle insurer**;
- d. Copy of the settlement letter from your motorcycle insurer confirming:
 - Your name and address;
 - Details of your motorcycle;
 - The amount settled;
 - The nature of the incident;
 - The **excess** deducted.

UK General Insurance Limited is an insurers' agent and in the matters of a claim act on behalf of Ageas Insurance Limited.

Complaints

It is **our** intention to give **you** the best possible service but if **you** do have questions or concerns about this insurance or the handling of a claim **you** should follow the complaints procedure below:

For complaints regarding <u>the sale of **your** policy</u>, please contact **BeMoto** who arranged this insurance for **you**. They can be contacted at: BeMoto PO Box 1338 Peterborough PE1 9RU

Tel: 01733 907000 Email: complaints@bemoto.uk

If **your** complaint cannot be resolved by the end of the next working day, **BeMoto** will pass it to: The Customer Relations Manager UK General Insurance Limited Cast House Old Mill Business Park Gibraltar Island Road Leeds LS10 1RJ

Tel: 0345 218 2685 Email: customerrelations@ukgeneral.co.uk

For complaints regarding <u>a claim under your policy</u>, please contact: Trent-Services (Administration) Limited Trent House Love Lane Cirencester Gloucestershire GL7 1XD

Tel: 01285 626020

In all correspondence please state **your** full name, address and registration number and that **your** insurance is provided by **UK General Insurance Limited** and quote scheme reference 06160A.

If it is not possible to reach an agreement, **you** have the right to make a complaint to the Financial Ombudsman Service. This also applies if **you** are insured in a business capacity and have an annual turnover of less than €2 million and fewer than ten staff. **You** may contact the Financial Ombudsman Service at:

The Financial Ombudsman Service Exchange Tower Harbour Exchange Square London E14 9SR

Tel: 0800 023 4567 Mob: 0300 123 9123

The above complaints procedure is in addition to **your** statutory rights as a consumer. For further information about **your** statutory rights, contact **your** local authority Trading Standards Service or Citizens Advice Bureau.

COMPENSATION

Ageas Insurance Limited is covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme if they cannot meet their obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim with no upper limit. **You** can get more information about compensation scheme arrangements from the FSCS or visit www.fscs.org.uk or you can phone them on 0207 741 4100.

Data Protection Act 1998

Please read this notice as it explains how **your** personal information is used. Please show this notice to anyone else **you** have given information about because it will also apply to them.

For the purpose of this section (Data Protection), all references to 'we, us and our' also refer to our agents acting on our behalf, and the term 'UK General insurance' also includes their agents and Ageas Insurance Ltd.

PERSONAL INFORMATION

Your personal information ('Personal Information') means any information held about you and anyone else connected to your insurance enquiry, quote or policy. Your personal information will be held for a reasonable time, on computer, paper file or other format, to ensure that a clear and complete history of insurance enquiries, quotes, policy records and transactions is maintained. It may also be used for research and analysis.

The Data Protection Act 1998 sets out the requirements for the control of **your personal information**. For the purposes of the Data Protection Act 1998, the Data Controller in relation to **your personal information** is Moto Broking Limited (trading as **BeMoto**). We will share **your personal information** with **UK General Insurance**, statutory bodies, regulatory authorities and other authorised bodies.

We and UK General Insurance may research, collect and use data about you from publicly available sources (including Electoral Register, County Court Judgements, bankruptcy, repossession information, social media and networking sites) and industry registers. We may do this at any time to assist in providing you with a quote, arranging your policy, making a mid-term adjustment, renewing your policy, reporting an incident or handling a claim.

For more information on the Data Protection Act **you** may also write to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone number 01625 545745

Your personal information may also be used or disclosed to regulators for the purposes of monitoring and keeping to any regulation. Occasionally, your personal information may be disclosed to selected third parties who are helping **us** to improve **our** services.

SENSITIVE PERSONAL DATA

Some of **your personal information** may include '**Sensitive Personal Data**', such as information about health issues and criminal convictions. We and/or UK General Insurance use sensitive personal data to provide you with quotes, arrange and manage your policy and to provide the services to you, including claims. Sensitive personal data will not be used for marketing purposes.

CREDIT SEARCHES

We or UK General Insurance may ask Credit Reference Agencies to provide information to assess your application or renewal. This information helps to confirm your identity, allows us to give you a quote and decide which payment options to offer you, for example, monthly instalments.

You will see a record of this search if **you** request a credit report. No other organisation who may conduct credit searches will be able to see it. The search will not affect **your** credit record or credit rating in any way.

INFORMATION FROM INSURANCE INDUSTRY REGISTERS

Under the conditions of **your** policy, **you** must tell **us** about any incident, such as an accident or theft, which may give rise to a claim (even if it was not **your** fault) and whether or not **you** claimed for them. **We** or **UK General Insurance** may check various registers to validate **your** claims history or that of any other person or property associated with **your** policy or claim.

We or UK General Insurance may search a range of registers, including:

- Claims and Underwriting Exchange (CUE) Register run by Insurance Database Services Limited (IDS Ltd)
- Hunter Database, run by Experian and
- Motor Insurance Anti Fraud and Theft Register (MIAFTR), run by the Association of British Insurers (ABI).

When you tell us or UK General Insurance about an incident, we or UK General Insurance may pass this information to the registers.

HOW YOUR PERSONAL INFORMATION IS USED

1. Insurance Administration, Renewal and Claims Handling

We will use your personal information to arrange and manage your policy and issue documents and information to you. UK General Insurance will use your personal information to assess your insurance application, handle underwriting and claims.

Information may also be shared with other insurers either directly or via those acting for the insurer such as loss adjusters or investigators.

If **you** move to a new broker or insurer, **we** may confirm certain details about **your** policy to them. **We** will only do this if **we** are sure it is a genuine request.

If you have given us your credit or debit card details, we may use this information to automatically renew your policy unless you have asked us not to.

2. Preventing and Detecting Crime and Fraud

We and UK General Insurance may use your personal information to detect and prevent fraudulent applications and claims. The savings we make help us to keep premiums down.

We and UK General Insurance may check your personal information against a range of registers and antifraud databases for completeness and accuracy. We and UK General Insurance may also share your personal information with law enforcement agencies, other organisations and public bodies.

If we or UK General Insurance suspect fraud or find that false or inaccurate information has been given to us, appropriate action will be taken, which may include passing details to fraud prevention and law enforcement agencies.

We, UK General Insurance, and other organisations, including those from other countries, may use information recorded by fraud prevention agencies to prevent fraud and money laundering, for example, when:

- checking details on applications for credit and credit related or other facilities
- managing credit and credit related accounts or facilities
- recovering debt
- checking details on proposals and claims for all types of insurance; or
- checking details of job applicants and employees

3. Telling You about Other BeMoto Products and Services

We will never sell or pass your personal information to third parties for marketing purposes. We may contact you about other products and services that may be of interest to you, or for market research, unless you have asked us not to. We may contact you by post, telephone, text message, email or other appropriate means. We may use your personal information after your policy has lapsed. If you do not wish your personal information to be used for these purposes please let us know.

OVERSEAS TRANSFER OF DATA

We or UK General Insurance may process your personal information for the purposes mentioned above in countries outside of the European Economic Area which may not have laws to protect your personal information but in all cases it will be kept securely and will only be used for the purposes described.

FURTHER INFORMATION

If you would like further information on, or wish to complain about the way we or UK General Insurance use your personal information, please contact us.

You are entitled to receive a copy of your personal information that we hold. If you would like a copy, please contact us. We may charge a fee [see our Terms of Business] for providing a copy. Upon notification, we will correct or remove any information that is inaccurate and confirm this to you.

If **we** change the way that **we** use **your personal information**, **we** will let **you** know. If **you** do not agree to that change in use, **you** must let **us** know as soon as possible.

DEALING WITH OTHERS ON YOUR BEHALF

If your spouse, civil partner, partner or any other person (who we reasonably believe to be acting for you) call us and can answer our security questions, we will allow them to help you manage your policy or your claims. For your protection only you can cancel your policy or change the contact address, unless we have agreed with you or, in the event of your death, the executors of your estate.

MONITORING AND RECORDING

We and UK General Insurance may record or monitor calls for training, quality control and to prevent and detect fraud. We may also use CCTV recording equipment in and around **our** premises.

This policy document and other associated documents are available in large print. If you need any of these please contact us on 01733 907000.

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