

# LLISL Privacy Policy

In this Privacy Policy, “our” and “we” means Great American Specialty & Affinity Limited (GASA) trading as Lease & Loan Insurance Services (LLISL) and the Great American Insurance Group of companies and all companies within the Great American Insurance Group resident anywhere in the world.

We are committed to respecting your right to privacy and we comply with the principles of applicable data protection law. This Privacy Policy covers the website of Great American Specialty & Affinity Limited, trading as Lease & Loan Insurance Services, 32 Queen Square, Bristol, BS1 4ND, UK (“the Website”). Great American Specialty & Affinity Limited is a member of the Great American Insurance Group.

## **1. What kind of data do we collect and hold about you?**

You can access the Website and browse without disclosing your personal data. However, we may request and collect your name, home and mobile telephone numbers and email addresses, and other personal information from you that you volunteer to us while using our services, for instance: to process an order, to correspond with you or in connection with a job application. We do not collect personal data about visitors to the Website from other sources, such as public records.

### **How we use your data**

We use the personal data you provide to us for the purposes of fulfilling your requests or to develop our business relationship with the company you represent.

We may also use the information we collect to occasionally notify you by post, telephone and SMS about new services and special offers that we think you or the company you represent might find valuable or to inform you about important new changes to the Website.

### **Your consent**

By using the Website, you consent to the collection, use and processing of this information by us. If we decide to change our Privacy Policy we will post those changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it. If we intend to use your personal data for a purpose other than those described in this Privacy Policy, we will inform you of the additional uses or purposes either by informing you of the additional use in writing or by allowing you to indicate your consent in a box at the point on the Website where personal data is collected.

## **Automatic Collection of Information**

The Website uses “cookies” which enable us to collect data when you interact with the Website or when you email us. When you visit the Website, our web server sends a cookie to your computer. A cookie is an electronically transmitted file that holds small pieces of information. When you navigate through the Website, your browser “requests” pages for you to view, and that request will include the information stored in the cookie we previously sent to your computer. This process is like an electronic “handshake” between our system and your computer; the information exchanged allows us to recognize your browser and can make your navigation and use of the Website easier and more meaningful.

Cookies are used to collect and store only the following information: the visitor’s domain name, the Internet address of the website from which the visitor linked directly to the Website, the pages of our site that the visitor views and the length of time spent on each page, browser and operating system platform type, and the date and time the visitor accessed our site.

Cookies, as well as data taken from them, do not identify you personally. They merely recognize your browser. Unless you choose to identify yourself to us, either by responding to a promotional offer, buying a policy, or registering for an online service, you remain anonymous although we may be able to recognise the computer which you use to access the site on subsequent occasions.

You have the opportunity to set your computer to accept all cookies, to notify you when a cookie is issued or not to receive cookies at any time. Selecting not to receive cookies can mean that certain services or functionality cannot then be provided.

## **Data security**

We do not sell your personal data to anyone. While we strive to protect your data, we cannot ensure or warrant the security of any data you transmit to us electronically, and you do so at your own risk. The Website contains links to other websites. We are not responsible for the privacy practices or the content of such websites.

## **2. What do we do with data about you?**

Your personal data will be processed according to the uses specified above. We will at all times endeavour to hold your information securely and handle it with the utmost care in accordance with all principles of the UK law.

We will not disclose your personal data to other organisations outside of the Great American Insurance Group without your consent and we do not sell, trade or rent your personal information to others.

### **3. Who has access to your data?**

The only people who have access to your data are those who need it to provide or support the provision of products or services to you. We use a system of passwords and other appropriate physical, electronic and procedural safeguards to protect against unauthorised access to your data. We have educated our employees about this Privacy Policy and the importance of customer privacy.

### **4. How can you review recorded data about you?**

You have the right to access and inspect most of the data that we hold about you. To access your data please send a written request to the address in section 5 below stating that you would like to access your data. Either you or your personal representative must sign this request and provide a copy of your driver's license or other valid photo identification.

You also have the right to request that we correct any data that you believe is incorrect. To amend your data, please send us a written request, at the address below, stating what data you believe needs correcting. Once again, either you or your personal representative must sign this request. If you submit a request to amend your data, we will investigate. If we agree, we will correct our records. Even if we do not correct the data, you have the right to file with us a written statement of dispute, which we will include, in any future disclosure of the data.

### **5. How can you contact us?**

If you have any questions about our privacy policy, wish to make a subject access request, or would like to send us your comments generally about the Website, then please write to us at:

Compliance Officer  
Lease & Loan Insurance Services,  
32 Queen Square,  
Bristol,  
BS1 4ND,  
UK.