

# Endorsement attaching to and forming part of: Essential Business Legal (NTF National Trainers Federation)

Scheme reference: 511236



## About this Endorsement

All businesses that control and /or process personal data are required to comply with new laws which have been brought into effect to implement the General Data Protection Regulations. This endorsement updates our policy documentation through the inclusion of a statement that describes how we handle personal information in accordance with the new laws.

**This endorsement applies to your policy with immediate effect.**

- 1) The following statement is included within your policy wording:

### Privacy Statement

This is a summary of how we collect, use, share and store personal information. To view our full privacy statement please see our website - [www.arag.co.uk](http://www.arag.co.uk)

### Collecting personal information

ARAG may be required to collect certain personal or sensitive information which may include name, address, date of birth and if appropriate medical information. We will hold and process this information in accordance with the General Data Protection Regulations. Should we ask for personal or sensitive information, we undertake that it shall only be used in accordance with our privacy statement.

We may also collect information for other parties such as suppliers we appoint to process the handling of a claim.

### Using personal or sensitive information

The reason we collect personal or sensitive information is to fulfil our contractual and regulatory obligations in providing this insurance product, for example to process premium or handle a claim. To fulfil these obligations, we may need to share personal or sensitive information with other organisations.

We will not disclose personal or sensitive information for any purpose other than the purpose for which it was collected. Please refer to our full privacy statement for full details.

### Keeping personal information

We shall not keep personal information for any longer than necessary.

### Your rights

Any person insured by this policy has a number of rights in relation to how we hold personal data including; the right to a copy of the personal data we hold; the right to object to the use of personal data or the withdrawal of previously given consent; the right to have personal data deleted. For a full list of privacy rights and when we will not be able to delete personal data please refer to our full privacy statement.

- 2) Policy condition 11. Data Protection Act 1998 shall be deleted.
- 3) Policy condition 12. Contracts (Rights of Third Parties) Act 1999 shall be renumbered to policy condition 11.