



POLICY WORDING

# Family Legal Expenses

PROVIDED BY



## ASSISTANCE HELPLINE SERVICES

**Legal and Tax Helpline:** you can use the helpline service to discuss any legal or taxation problem occurring within the United Kingdom, the Channel Islands and the Isle of Man, and arising during the period of this policy. Simply telephone **01384 884 084** and quote “**LES/904/12688**”.

For our joint protection telephone calls may be recorded and/or monitored.

## TERMS OF COVER

Family Legal Protection provides:

- An assistance helpline including 24/7 Legal Advice;
- Insurance for legal **costs** for certain types of disputes.

This insurance is arranged and administered by Arc Legal Assistance Limited. It is underwritten by AmTrust Europe Limited, on whose behalf we act.

If a claim is accepted under this insurance, we will appoint our panel solicitors, or their agents, to handle your case. You are not covered for any other legal representatives' fees unless it is necessary to start court proceedings, or a **conflict of interest** arises. Where it is necessary to start court proceedings or a **conflict of interest** arises and you want to use a legal representative of your own choice, **advisers' costs** payable by us are

limited to no more than (a) **our standard advisers' costs**; or (b) the amount recoverable under the civil procedure fixed recoverable **costs** regime, whichever is the lower amount.

The insurance covers **costs** as detailed under the separate sections of cover, less any **excess** up to the **maximum amount payable** where:

- a) The **insured event** takes place in the **period of insurance** and within the **territorial limits**; and
- b) The **legal action** takes place within the **territorial limits**.

This insurance does not provide cover where something you do or fail to do prejudices your position or the position of the **insurer** in connection with the **legal action**.

## IMPORTANT CONDITIONS

If your claim is covered under a section of this policy and no exclusions apply, then it is vital that you comply with the conditions of this policy in order for your claim to proceed. The conditions applicable to this section are contained under the 'conditions' section below and should be read carefully. Some of the main conditions to this insurance are that:

### Prospects of Success

There must be a 51% or greater chance of winning the case and achieving a positive outcome. A positive outcome includes, but is not limited to, recovering the amount of money at stake, enforcing a judgement or achieving an outcome which best serves your interests. The assessment of your claim and the prospects of its success will be carried out by an independent **adviser**. If the **adviser** determines that there is not a 51% or greater chance of success, then we may decline or discontinue support for your case.

### Proportional Costs

An estimate of the **costs** to deal with your claim must not be more than the amount of money in dispute. The estimate of the **costs** will be provided with the assessment of your case and will be carried out by the

independent **adviser**. If the estimate exceeds the amount in dispute, then we may decline or discontinue support for your case.

### Duty of Disclosure

If this policy covers you as a private individual, unrelated to any trade, business or profession, you must take reasonable care to disclose correct information. The extent of the information you are required to disclose will be based on, among other things, the type of insurance, explanatory material and the clarity and specificity of the questions you are asked when you took out this insurance.

### Suspension of Cover

If you breach a condition of this insurance contract which is essential to its performance, this insurance contract will be suspended from the time of the breach until the time the breach can be remedied. The **insurer** will have no liability to you for any loss which occurs, or which is attributable to something happening, during the period when this insurance contract is suspended.

## DEFINITION OF TERMS USED

Where the following words appear in **bold** they have these special meanings.

### Adviser

Our specialist panel solicitors or accountants or their agents appointed by us to act for you, or, and subject to our agreement, where it is necessary to start court proceedings or a **conflict of interest** arises, another legal representative nominated by you.

### Advisers' Costs

Legal or accountancy fees and disbursements incurred by the **adviser**.

### Adverse Costs

Third party legal **costs** awarded against you which shall be paid on the standard basis of assessment provided that these **costs** arise after written acceptance of a claim.

### Conditional Fee Agreement

An agreement between you and the **adviser** or between us and the **adviser** which sets out the terms under which the **adviser** will charge you or us for their own fees.

### Conflict of Interest

Situations where we administer and/or arrange legal expenses insurance on behalf of any other party in the dispute which is the subject of a claim under this insurance.

### Contract of Employment

A contract of service, whether express or implied, and (if it is express) whether oral or in writing.

### Costs

**Standard advisers' costs** and **adverse costs**.

### Daily Rate

An amount equal to 1/250th of either of the following:

- a) If **you** are employed, the average of the amounts shown on **your** payslips from **your** employer during the last 12 months (excluding bonus payments and overtime); or
- b) If **you** are self-employed, the monthly average of the income **you** declared to HM Revenue & Customs for the previous tax year.

### Data Controller

The party which determines the purpose for, and the manner in, which personal data are, or are to be, processed.

### Data Protection Legislation

The relevant data protection legislation in force within the **territorial limits** where this cover applies at the time of the **insured event**.

### Disclosure Breach

Disclosing false information or failing to disclose relevant information in the process of entering into this insurance contract.

### Employee

An individual who has entered into or works under (or, where the employment has ceased, worked under) a **contract of employment**.

### Excess

The amount that **you** must pay towards the cost of any claim is: Nil.

### HM Revenue and Customs Full Enquiry

An extensive examination by HM Revenue & Customs under Section 9A of the Taxes Management Act 1970 into all aspects of **your** PAYE income or gains.

### Identity Fraud

A person or group of persons knowingly using a means of identification belonging to **you** without **your** knowledge or permission with intent to commit or assist another to commit an illegal act.

### Insured Event

The incident or the start of a transaction or series of incidents which may lead to a claim or claims being made under the terms of this insurance.

- **Identity fraud:** In a claim arising from **identity fraud** the **insured event** is a single act or the start of a series of single acts against **you** by one person or group of people.
- **Tax:** In accountancy matters the **insured event** arises on the date that **you** or **your adviser** are contacted either verbally or in writing, by the relevant department of HM Revenue & Customs advising **you** of either dissatisfaction with **your** returns, or amounts paid, or notice of intention to investigate.
- **Jury Service:** In a claim arising from jury service the **insured event** arises at the end of the period of jury service, at which point **you** can submit a claim.

For the purposes of the **maximum amount payable**, only one **insured event** will be regarded as having arisen from all causes or by actions, incidents or events which are related by cause or time.

### Insurer

AmTrust Europe Limited.

### Legal Action(s)

- a) The pursuit or defence of civil legal cases for damages and/or injunctions, specific performance or;
- b) The defence of criminal prosecutions to do with **your** employment, or **your** vehicles identity.

### Legal Helpline

The service provided by **our** panel solicitors on **our** behalf which enables **you** to obtain advice on any matter which may give rise to a claim under this insurance.

### Maximum Amount Payable

The maximum payable in respect of an **insured event** is stated below:

School Admission Disputes: £5,000

Personal Identity Fraud: £5,000

Jury Service: £1,000

Probate: £25,000

All other sections: £75,000

### Period of Insurance

The period of insurance declared to and accepted by **us**, which runs concurrently with the period of the underlying insurance policy to which this legal expenses insurance attaches. For the avoidance of doubt, if the underlying insurance policy is cancelled, suspended or withdrawn, this legal expenses insurance will also be cancelled, suspended or withdrawn.

### Standard Advisers' Costs

The level of **advisers' costs** that would normally be incurred in using a specialist panel solicitor or their agents.

### Territorial Limits

The United Kingdom, the Channel Islands and the Isle of Man.

### We, Us, Our

Arc Legal Assistance Limited.

### You, Your, Yourself

Any person who has paid the premium, or on whose behalf the premium has been paid and been declared to **us** by your insurance **adviser** and is permanently resident at the property covered under the household insurance to which this cover attaches. Cover also applies to your family members' resident with you. If you die your personal representatives will be covered to pursue or defend cases covered by this insurance on your behalf that arose prior to or out of your death.

## SECTION OF COVER

### Consumer Pursuit

#### What is insured?

**Costs** to pursue a **legal action** following a breach of a contract **you** have for buying or renting goods or services for **your** private use. The contract must have been made after **you** first purchased this insurance unless **you** have held this or equivalent cover with **us** or another **insurer** continuously from or before the date on which the agreement was made.

#### What is not insured?

Claims:

- a) Where the amount in dispute is below £250 plus vat.
- b) Where the breach of contract occurred before **you** purchased this insurance.
- c) Involving a vehicle owned by **you** or which **you** are legally responsible for.
- d) Arising from a dispute with any government, public or local authority.
- e) Arising from the purchase or sale of **your** main home.

- f) Relating to a lease tenancy or licence to use property or land
- g) Relating to a dispute about either the amount an insurance company should pay to settle an insurance claim or the way a claim should be settled.
- h) Relating to a dispute with any financial services supplier arising from the sale or performance of products and services offered or provided to **you**.
- i) Directly or indirectly arising from planning law.
- j) Directly or indirectly arising from constructing buildings or altering their structure for **your** use, except in relation to disputes where the amount in dispute is below £5000 inc vat.

### Consumer Defence

#### What is insured?

**Costs** to defend a **legal action** brought against **you** following a breach of a contract **you** have for selling **your** own personal goods. The contract must have been made after **you** first purchased this insurance unless **you** have held

this or equivalent cover with **us** or another **insurer** continuously from or before the date on which the agreement was made.

#### What is not insured?

Claims:

- Where the amount in dispute is below £250 plus vat.
- Where the breach of contract occurred before **you** purchased this insurance.
- Involving a vehicle owned by **you** or which **you** are legally responsible for.
- Arising from a dispute with any government, public or local authority.
- Arising from the sale or purchase of **your** main home.
- Relating to a lease tenancy or licence to use property or land.

## Personal Injury

#### What is insured?

**Costs** to pursue a **legal action** following an accident resulting in **your** personal injury or death against the person or organisation directly responsible.

If the **legal action** is going to be decided by a court in England or Wales and the damages **you** are claiming are above the small claims track limit, the **adviser** must enter into a **conditional fee agreement** which waives their own fees if **you** fail to recover the damages that **you** are claiming in the **legal action** in full or in part. If the damages **you** are claiming are below the small claims track limit **advisers' costs** will not be covered but **you** can access the **legal helpline** for advice on how to take **your** case further.

#### What is not insured?

Claims:

- Arising from medical or clinical treatment, advice, assistance or care.
- For stress, psychological or emotional injury unless it arises from **you** suffering physical injury.
- For illness, personal injury or death caused gradually and not caused by a specific sudden event.
- Involving a vehicle owned or driven by **you**.

## Clinical Negligence

#### What is insured?

**Costs** to pursue a **legal action** for damages following clinical negligence resulting in **your** personal injury or death against the person or organisation directly responsible.

If the **legal action** is going to be decided by a court in England or Wales and the damages **you** are claiming are above the small claims track limit, the **adviser** must enter into a **conditional fee agreement** which waives their own fees if **you** fail to recover the damages that **you** are claiming in the **legal action** in full or in part. If the damages **you** are claiming are below the small claims track limit **advisers' costs** will not be covered but **you** can access the **legal helpline** for advice on how to take **your** case further.

#### What is not insured?

Claims for stress, psychological or emotional injury unless it arises from **you** suffering physical injury.

## Employment Disputes

#### What is insured?

**Standard advisers' costs** to pursue a **legal action** brought before an employment tribunal (or its equivalent in Scotland, Northern Ireland, the Channel Islands or the Isle of Man) against an employer or ex-employer for breach as an **employee of your**:

- Contract of employment**; or
- Legal rights under employment laws.

#### What is not insured?

Claims:

- Where the breach occurred within the first 90 days after **you** first purchased this insurance unless **you** have held equivalent cover with **us** or another **insurer** continuously for a period of at least 90 days leading up to when the breach first occurred.
- For a dispute with an employer or ex-employer unless it is pursued in an employment tribunal (or its equivalent in Scotland, Northern Ireland, the Channel Islands or the Isle of Man).
- For **standard advisers' costs** of any disciplinary, investigatory or grievance procedure connected with **your contract of**

**employment** or the **costs** associated with any settlement agreement.

- Where the breach is alleged to have commenced or to have continued after termination of **your** employment.
- For an allegation of less favourable treatment between men and women in terms of pay and conditions of employment.
- For any hearing fees and issue fees which **you** may be required to pay in order to bring a claim at an employment tribunal (or its equivalent in Scotland, Northern Ireland, the Channel Islands or the Isle of Man).

## Property Infringement

#### What is insured?

**Costs** to pursue a **legal action** for nuisance or trespass against the person or organisation infringing **your** legal rights in relation to **your** main home.

#### What is not insured?

Claims:

- Where the nuisance or trespass started within the first 180 days after **you** first purchased this insurance unless **you** have held equivalent cover with **us** or another **insurer** continuously for a period of at least 180 days leading up to when the nuisance or trespass first started.
- In respect of works undertaken or to be undertaken by or under the order of any government or public or local authority.
- For adverse possession.
- In respect of a contract **you** have entered into.
- Directly or indirectly arising from planning law.
- Directly or indirectly arising from constructing buildings or altering their structure for **your** use.
- Directly or indirectly arising from:
  - Subsidence meaning downward movement of the ground beneath buildings where the movement is unconnected with the weight of the building.
  - Heave meaning the upward or sideways movement of the site on which buildings are situated caused by swelling of the ground.
  - Land slip meaning downward movement of sloping ground.
  - Mining or quarrying.

## Property Damage

#### What is insured?

**Costs** to pursue a **legal action** for damages against a person or organisation that causes physical damage to **your** main home or **your** personal effects. The damage must have been caused after **you** first purchased this insurance.

#### What is not insured?

Claims:

- In respect of works undertaken or to be undertaken by or under the order of any government or public or local authority.
- In respect of a contract **you** have entered into.
- Directly or indirectly arising from planning law.
- Directly or indirectly arising from constructing buildings or altering their structure for **your** use.
- Directly or indirectly arising from:
  - Subsidence meaning downward movement of the ground beneath buildings where the movement is unconnected with the weight of the building.
  - Heave meaning the upward or sideways movement of the site on which buildings are situated caused by swelling of the ground.
  - Land slip meaning downward movement of sloping ground.
  - Mining or quarrying.

## Property Sale and Purchase

#### What is insured?

**Costs** to pursue or defend a **legal action** arising from a breach of a contract for the sale or purchase of **your** main home.

#### What is not insured?

Claims:

- a) Where **you** have purchased this insurance after the date **you** completed the sale or purchase of **your** main home.
- b) Where the amount in dispute is below £250 plus vat.
- c) Directly or indirectly arising from planning law.
- d) Directly or indirectly arising from constructing buildings or altering their structure for **your** use.

## Tax

### What is insured?

**Standard advisers' costs** incurred by an accountant if **you** are subject to an HM Revenue and Customs full/aspect enquiry into **your** personal income tax position. This cover applies only if **you** have:

- a) Maintained proper, complete, truthful and up to date records.
- b) Made all returns at the due time without having to pay any penalty.
- c) Provided all information that HM Revenue and Customs reasonably requires.

### What is not insured?

Claims:

- a) Where:
  - i. Deliberate misstatements or omissions have been made, to the authorities.
  - ii. Income has been under-declared because of false representations or statements by **you**.
  - iii. **You** are subject to an allegation of fraud.
- b) For **standard advisers' costs** for any amendment after the tax return has initially been submitted to HM Revenue and Customs.
- c) For enquiries into aspects of **your** tax return (aspect enquiries).

## School Admission Disputes

### What is insured?

**Standard advisers' costs** to appeal against the decision of a local education authority (LEA) arising out of the LEA's failure to conform to its published admission policy, which leads to **your** child or children being refused entry at the state school of **your** choice.

### What is not insured?

Claims:

- a) Arising where examinations or other selection criteria are part of the acceptance process.
- b) Where the process for appealing against the decision to refuse a place at the school has not been adhered to.
- c) Where the child has been suspended, expelled or permanently excluded from another school.

## Probate

### What is insured?

**Costs** to pursue legal proceedings within the **territorial limits** by **you** in respect of a probate dispute involving the will of **your** deceased parents or grandparents, children, step-children or adopted children where **you** are contesting a will as a named beneficiary or as a member of a class of beneficiaries with an immediate interest.

### What is not insured?

Claims in respect of any dispute or **costs** where a will has not been previously made or concluded or cannot be traced.

## Personal Identity Fraud

### What is insured?

**Costs** arising from **identity fraud**:

- a) To defend **your** legal rights and/or take steps to remove county court judgments against **you** that have been obtained by an organisation from which **you** are alleged to have purchased, hired or leased goods or services. Cover is only available if **you** deny having entered into the contract and allege that **you** have been the victim of **identity fraud**.
- b) To deal with all organisations that have been fraudulently applied to for credit, goods or services in **your** name or which are seeking monies or have sought monies from **you** as a result of **identity fraud**.

- c) In order to liaise with credit referencing agencies and all other relevant organisations on **your** behalf to advise that **you** have been the victim of **identity fraud**.

### What is not insured?

Claims:

- a) Where **you** have not been the victim of **identity fraud**.
- b) Where **you** did not take action to prevent **yourself** from further instances of **identity fraud** following an **insured event**.
- c) Where the **identity fraud** has been carried out by somebody living with **you**.
- d) For **costs** arising from loss of cash from a bank, building society, credit union or other similar financial institution where that institution has refused to cover the loss.

**You** must agree to be added to the CIFAS Protection Register if **we** recommend it.

## Legal Defence

### What is insured?

- a) **Costs** in a **legal action** to defend **your** legal rights in the following circumstances arising out of **your** work as an **employee**:
  - i. Prior to being charged when dealing with the police or health & safety executive or others with the power to prosecute.
  - ii. In a prosecution brought against **you** in a court of criminal jurisdiction.
  - iii. In a civil action brought against **you** as a **data controller** for compensation under **data protection legislation**.
  - iv. In civil proceedings brought against **you** under legislation for unlawful discrimination.
- b) **Costs** in a **legal action** to defend **your** legal rights arising out of a formal investigation or disciplinary hearing brought against **you** by any trade association or professional or regulatory body.

### What is not insured?

Claims:

- a) For alleged road traffic offences where **you** did not hold or were disqualified from holding a licence to drive or are being prosecuted for driving whilst under the influence of alcohol or non - prescribed drugs, or prescription medication where **you** have been advised by a medical professional not to drive.
- b) For **costs** where **you** are entitled to a grant of legal aid from the body responsible for its administration, or where funding is available from another public body, a trade union, employer or any other insurance policy.
- c) For parking offences which cannot lead to penalty points on **your** licence.
- d) Following an allegation of violence or dishonesty.
- e) For **standard advisers' costs** incurred in **excess** of any **costs you** are able to recover under a defendants **costs** order.

## Jury Service

### What is insured?

**We** will pay a **daily rate** for the duration **you** are off work while attending jury service for each whole day of such attendance providing these **costs** are not recoverable from **your** employer or the court. **We** will pay 50% of the **daily rate** for each additional half day **you** are off work while attending jury service providing these **costs** are not recoverable from **your** employer or the court.

## Social Media Defamation

### What is insured?

Following defamatory comments made about **you** through a social media website, **standard advisers' costs** to write one letter to the provider of the social media website requesting that the comments are removed. Where the authors' identity of the defamatory comments is known, **you** are also covered for **standard advisers' costs** to write one letter to the author requesting that the comments are removed from the social media website.

### What is not insured?

Claims where **you** are not aged 18 years or over.

## GENERAL EXCLUSIONS

1. There is no cover where:
  - a) **You** should have known when buying this insurance that the circumstances leading to a claim under this insurance already existed.
  - b) An estimate of **advisers' costs** of acting for **you** is more than the amount in dispute.
  - c) **Advisers' costs** or any other **costs** and expenses incurred which have not been agreed in advance or are above those for which **we** have given **our** prior written approval.
  - d) **Your** insurers repudiate the insurance policy or refuse indemnity.
2. There is no cover for:
  - a) Claims over loss or damage where that loss or damage is insured under any other insurance.
  - b) Claims made by or against **your** insurance **adviser**, the **insurer**, the **adviser** or **us**.
  - c) Any claim **you** make which is false or fraudulent or exaggerated.
  - d) Defending **legal actions** arising from anything **you** did deliberately or recklessly.
  - e) **Costs** if **your** claim is part of group claim or will be affected by or will affect the outcome of other claims.
3. There is no cover for any claim directly or indirectly arising from:
  - a) A dispute between **you** and someone **you** live with or have lived with.
  - b) **Your** business trade or profession other than as an **employee**.
  - c) An application for a judicial review.
  - d) Defending or pursuing new areas of law or test cases.
4. Contracts (Rights of Third Parties) Act 1999  
A person who is not a party to this contract has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract but this does not affect any right or remedy of a third party which exists or is available other than by virtue of this Act.

## CONDITIONS

### 1. Claims

- a) **You** must notify claims as soon as possible once **you** become aware of the incident and within no more than 180 days of **you** becoming aware of the incident. There will be no cover under this policy if, as a result of a delay in reporting the claim, **our** position has been prejudiced. For claims relating to **identity fraud**, these must be reported within 45 days of **you** becoming aware of the incident.
- b) **We** may investigate the claim and take over and conduct the legal proceedings in **your** name. Subject to **your** consent which shall not be unreasonably withheld **we** may reach a settlement of the legal proceedings.
  - i. **You** must supply at **your** own expense all of the information which **we** reasonably require to decide whether a claim may be accepted. Where it is necessary to start court proceedings or a **conflict of interest** arises, and **you** wish to nominate a legal representative to act for **you**, **you** may do so. Where **you** have elected to use a legal representative of **your** own choice **you** will be responsible for any **advisers' costs** in **excess** of **our standard advisers' costs**. The **adviser** must represent **you** in accordance with **our** standard conditions of appointment which are available on request.
- c) The **adviser** will:
  - i. Provide a detailed view of **your** prospects of success including the prospects of enforcing any judgment obtained.
  - ii. Keep **us** fully advised of all developments and provide such information as **we** may require.
  - iii. Keep **us** advised of **advisers' costs** incurred.
  - iv. Advise **us** of any offers to settle and payments in to court. If against **our** advice such offers or payments are not accepted cover under this insurance shall be withdrawn unless **we** agree in **our** absolute discretion to allow the case to proceed.
  - v. Submit bills for assessment or certification by the appropriate body if requested by **us**.
  - vi. Attempt recovery of **costs** from third parties.
- d) In the event of a dispute arising as to **advisers' costs** **we** may require **you** to change **adviser**.
- e) The **insurer** shall only be liable for **advisers' costs** for work expressly authorised by **us** in writing and undertaken while there are prospects of success.
- f) **You** shall supply all information requested by the **adviser** and **us**.
- g) **You** are responsible for all legal **costs** and expenses including **adverse costs** if **you** withdraw from the legal proceedings without **our** prior consent. Any legal **costs** and expenses already paid under this insurance will be reimbursed by **you**.
- h) **You** must instruct the **adviser** to provide **us** with all information that **we** ask for and report to **us** as **we** direct at their own cost.

### 2. Prospects of Success

At any time **we** may, but only when supported by independent legal advice, form the view that **you** do not have a 51% or greater chance of winning the case and achieving a positive outcome. If so, **we** may decline support or any further support. Examples of a positive outcome are:

- a) Being able to recover the amount of money at stake.
- b) Being able to enforce a judgement.
- c) Being able to achieve an outcome which best serves **your** interests.

### 3. Proportionality

**We** will only pay **advisers' costs** that are proportionate to the amount of damages that **you** are claiming in the **legal action**. **Advisers' costs** in **excess** of the amount of damages that **you** are able to claim from **your** opponent will not be covered.

### 4. Disputes

If a complaint cannot be dealt with by the Financial Ombudsman Service (see 'How to Make a Claim'), any dispute between **you** and **us** may, where **we** both agree, be referred to an arbitrator who will be either a solicitor or a barrister. If the parties cannot agree on their choice of arbitrator the Law Society may be asked to make a nomination. The arbitration will be binding and carried out under the Arbitration Act. The **costs** of the arbitration will be at the discretion of the arbitrator.

### 5. Disclosure

If **you** fail to disclose relevant information or **you** disclose false information in relation to this policy, **we**, or the broker, may:

- a) Cancel the contract and keep the premiums if the **disclosure breach** is deliberate or reckless.
- b) Cancel the contract but return the premiums proportionately if this contract would not have been entered into had the **disclosure breach** been known.
- c) Amend the terms of the contract accordingly if the contract would have been entered into on different terms had the **disclosure breach** been known.
- d) Proportionately reduce the amount **you** are entitled to in the event of a successful claim if a higher premium would have been charged had the **disclosure breach** been known.

### 6. Fraud

In the event of fraud, **we**:

- a) Will not be liable to pay the fraudulent claim.

- b) May recover any sums paid to **you** in respect of the fraudulent claim.
- c) May cancel this policy with effect from the fraudulent act and keep all premiums paid to **us**.
- d) Will no longer be liable to **you** in any regard after the fraudulent act.

## 7. Other Insurances

If any claim covered under this policy is also covered by another legal expenses policy or would have been covered if this policy did not exist, **we** will only pay **our** share of the claim even if the other **insurer** refuses the claim.

## 8. Cancellation

**You** may cancel this insurance at any time by writing to **your** insurance **adviser** providing 14 days written notice. If **you** exercise this right within 14 days of taking out this insurance, **you** will receive a refund of premium provided **you** have not already made a claim against the insurance.

**We** may cancel the insurance by giving 14 days' notice in writing to **you** at the address shown on the schedule, or alternative address provided by **you**. No refund of premium shall be made.

**We** will only invoke this right in exceptional circumstances as a result of **you** behaving inappropriately, for example:

- a) Where **we** have a reasonable suspicion of fraud.
- b) **You** use threatening or abusive behaviour or language or intimidation or bullying of **our** staff or suppliers.
- c) Where it is found that **you**, deliberately or recklessly, disclosed false information or failed to disclose important information.

## 9. English Law and Language

This contract is governed by English Law and the language for contractual terms and communication will be English.

## 10. Change in Law

Cover under this policy is based on laws and regulations in force at the time that it was written. If **we** believe that any subsequent change in law or regulations results in the scope of cover being either restricted or broadened, **we** reserve the right to accept claims where the change restricts the cover under this policy and reject claims where the change provides a benefit which did not previously exist.

## CUSTOMER SERVICES INFORMATION

### How to Make a Claim

As soon as **you** have a legal problem that **you** may require assistance with under this insurance **you** should telephone the **legal helpline**.

Specialist lawyers are at hand to help **you**. If **you** need a lawyer or accountant to act for **you** and **your** problem is covered under this insurance, the helpline will ask **you** to complete and submit a claim form online by visiting <https://claims.arclegal.co.uk>. Alternatively, they will send a claim form to **you**. If **your** problem is not covered under this insurance, the helpline may be able to offer **you** assistance under a private funding arrangement.

In general terms, **you** are required to immediately notify **us** of any potential claim or circumstances which may give rise to a claim. If **you** are in doubt whether a matter constitutes a notifiable claim or circumstance, contact the **legal helpline**.

### Privacy and Data Protection Notice

#### 1. Data Protection

Arc Legal Assistance are committed to protecting and respecting **your** privacy in accordance with the current **Data protection legislation** ("Legislation"). Below is a summary of the main ways in which **we** process **your** personal data, for more information please visit [www.arclegal.co.uk](http://www.arclegal.co.uk)

#### 2. How we use your personal data and who we share it with

**We** may use the personal data **we** hold about **you** for the purposes of providing insurance, handling claims and any other related purposes (this may include underwriting decisions made via automated means), research or statistical purposes. **We** will also use **your** data to safeguard against fraud and money laundering and to meet **our** general legal or regulatory obligations.

#### 3. Sensitive personal data

Some of the personal information, such as information relating to health or criminal convictions, may be required by **us** for the specific purposes of underwriting or as part of the claims handling process. The provision of such data is conditional for **us** to be able to provide insurance or manage a claim. Such data will only be used for the specific purposes set out in **our** privacy statement, which is available to view on the website address detailed above.

#### 4. Disclosure of your personal data

**We** may disclose **your** personal data to third parties involved in providing products or services to **us**, or to service providers who perform services on **our** behalf. These may include, where necessary, affinity partners, brokers, agents, third party administrators, reinsurers, other insurance intermediaries, insurance reference bureaus, credit agencies, medical service providers, fraud detection agencies, loss adjusters, external law firms, external auditors and accountants, regulatory authorities, and as may be required by law.

#### 5. Your rights

**You** have the right to ask **us** not to process **your** data for marketing purposes, to see a copy of the personal information **we** hold about **you**, to have **your** data deleted (subject to certain exemptions), to have any inaccurate or misleading data corrected or deleted, to ask **us** to provide a copy of **your** data to any controller and to lodge a complaint with the local data protection authority.

#### 6. Retention

**Your** data will not be retained for longer than is necessary and will be managed in accordance with **our** data retention policy. In most cases the retention period will be for a period of seven (7) years following the expiry of the insurance contract, or **our** business relationship with **you**, unless **we** are required to retain the data for a longer period due to business, legal or regulatory requirements.

If **you** have any questions concerning **our** use of **your** personal data, please contact The Data Protection Officer, please see website for full address details.

### Customer Service

**Our** aim is to get it right, first time, every time. If **we** make a mistake, **we** will try to put it right straightaway.

If **you** are unhappy with the service that has been provided, **you** should contact **us** at the address below. **We** will always confirm to **you**, within five working days, that **we** have received **your** complaint. Within four weeks **you** will receive either a final response or an explanation of why the complaint has not been resolved plus an indication of when **you** will receive a final response. Within eight weeks **you** will receive a final response or, if this is not possible, a reason for the delay plus an indication of when **you** will receive a final response. After eight weeks, if **you** are unhappy with the delay, **you** may refer **your** complaint to the Financial Ombudsman Service.

**You** can also refer to the Financial Ombudsman Service if **you** cannot settle **your** complaint with **us** or before **we** have investigated the complaint if both parties agree.

**Our** contact details are:

**Mail:** Arc Legal Assistance Ltd, PO Box 8921, Colchester, CO4 5YD.

**Tel:** 01206 615000

**Email:** customerservice@arclegal.co.uk

The Financial Ombudsman Service contact details are:

**Mail:** Financial Ombudsman Service, Exchange Tower, London, E14 9SR.

**Tel:** 08000 234 567

**Email:** complaint.info@financial-ombudsman.org.uk

## Compensation

**We** are covered by the Financial Services Compensation Scheme (FSCS). If **we** fail to carry out **our** responsibilities under this policy, **you** may be entitled to compensation from the Financial Services Compensation

Scheme. Information about the scheme is available at [www.fscs.org.uk](http://www.fscs.org.uk) or by phone on 0800 678 1100 or 020 7741 4100

## Authorisation

Arc Legal Assistance Ltd is authorised and regulated by the Financial Conduct Authority. Arc Legal's Firm Reference Number is 305958. This can be checked on the Financial Services Register by visiting the website [www.fca.org.uk/register](http://www.fca.org.uk/register) or by contacting the Financial Conduct Authority on 0800 111 6768.

This policy is underwritten by AmTrust Europe Limited, Registered Office: 10th Floor Market Square House, St James's Street, Nottingham, NG1 6FG, Registered Number: 1229676. AmTrust Europe Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority, financial services number: 202189. These details can be checked on the Financial Services Register at [www.fca.org.uk](http://www.fca.org.uk).

