



# **PEN PREMIER HOME INSURANCE POLICY WORDING**



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# Welcome

Thank **you** for choosing Pen Premier Home Insurance to protect **your** property.

**We** want to help **you** understand **your** Pen Premier Home Insurance policy and make **you** aware that the information **you** have provided is part of a legally binding contract of insurance with **us**.

This Policy Document, the statement of fact, any notice to policyholder issued to you, **schedule** and any **endorsements** are evidence of that contract and should be read as if they are one document. Please read them carefully to ensure that **your** cover is exactly what **you** need, and keep all documents together in a safe place.

This policy is not complete without a policy **schedule**. **Your** policy **schedule** will be issued to **you** if **your** application for insurance is accepted.

**Your** Pen Premier Home Insurance Policy Document is split into 6 Sections. Not all Sections of this policy may apply to **you**. The cover **you** have selected will be shown on **your** policy **schedule** and is subject to the terms, conditions and exclusions set out in this policy document and any later written notices sent to **you** by **your Broker**. **You** should ensure that:

- **you** are clear which sections of cover **you** have included, the details of which are shown on **your schedule**;
- **you** understand what each section covers and the restrictions and exclusions that apply;
- **you** are clear of what **your** responsibilities are under the policy as a whole.

When drawing up this contract **we** have relied on the information and statements **you** have provided in **your** application or subsequent renewals.

**If you are in any doubt about the level of cover provided, or if you have any questions relating to this insurance, please contact your Broker immediately.**

# Important Information about your Policy

Sections One to Four, **Buildings, Household Contents, Fine Art and Antiques** and **Valuables**, Employees Liability for **Domestic Employee(s)** and Liability to Others, is underwritten by Aviva Insurance Limited.

Aviva Insurance Limited is registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth, PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority with Firm Reference Number 202153.

**You** can check this information and obtain further information about how the Financial Conduct Authority protects **you** by visiting website at [www.fca.org.uk](http://www.fca.org.uk).

Section Five is underwritten by AmTrust Europe Limited, Registered Office: 10th Floor Market Square House, St James's Street, Nottingham, NG1 6FG, 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.fscs.org.uk](http://www.fscs.org.uk).

Section Six, Family Legal Protection is underwritten by AmTrust Europe Limited which is registered in England and Wales. Company No. 1229676. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Firm's reference number 202189. Registered office: Market Square House, St James's Street, Nottingham, NG1 6FG. Managed and provided by Arc Legal Assistance.

This insurance policy has been produced by Pen Underwriting Limited a Managing General Agent of the insurers. As Managing General Agent, Pen Underwriting Limited underwrites insurance and handles claims for **you** on behalf of the insurers. In providing insurance services, Pen will share **your** personal data with Aviva. For information on how Aviva use **your** personal data, please refer to Aviva's Privacy Policy at [www.aviva.co.uk/privacypolicy](http://www.aviva.co.uk/privacypolicy).

## Several Liability Notice

The subscribing insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing insurers are not responsible for the subscription of any co-subscribing insurer who for any reason does not satisfy all or part of its obligations.

## The Law applicable to this insurance

Under the laws of the **United Kingdom** both **you** and **we** are free to choose the law which applies to this contract to the extent permitted by those laws. Unless **you** and **we** agree otherwise, the law which applies to this insurance is the law which applies to the part of the **United Kingdom** where the premises are located.

**We** and **you** have agreed that any legal proceedings between **you** and **us** in connection with this insurance will only take place in the courts of the part of the **United Kingdom** in which the premises are located.

## Your total peace of mind

**We** are covered by the Financial Services Compensation Scheme. Depending on the circumstances of **your** claim **you** may be entitled to compensation from the Financial Services Compensation Scheme (FSCS) if **we** cannot meet our obligations. See <https://www.fscs.org.uk/>

## Policy Format

Please get in touch by contacting **your** broker if **you** need **your** documents in large font, braille, or as audio.

# Things we need to tell you about

## Our Agreement with you

This policy is a legal contract between **you** and **us**.

In return for payment of the premium shown in the **schedule**, **we** agree to insure **you**, subject to the terms and conditions contained in this insurance or any **endorsements** shown on the **schedule** or notice to policyholder issued to **you**, against any loss or damage **you** sustain or legal liability **you** incur for accidents happening during the **period of insurance**.

**Our** provision of insurance under **your** policy is conditional upon **you** observing and fulfilling the terms, provisions, conditions and clauses of the policy.

In deciding to accept this policy and in setting the terms and premium, **we** have relied on the information **you** have given **us**. **You** must take care when answering any question **we** ask by ensuring that all the information provided is accurate and complete.

If **we** establish that **you** deliberately or recklessly provided **us** with false or misleading information **we** will treat this policy as if it never existed and decline all claims.

If **we** establish that **you** carelessly provided **us** with false or misleading information it could adversely affect **your** policy and any claim. For example, **we** may:

- treat this policy as if it had never existed and refuse to pay all claims and return the premium paid. **We** will only do this if **we** provided **you** with insurance cover **we** would not have otherwise offered;
- amend the terms of **your** insurance. **We** may apply these amended terms as if they were already in place if a claim has been made adversely impacted by **your** carelessness;
- reduce the amount **we** pay on a claim in the proportion the premium **you** have paid bears to the premium **we** would have charged **you**; or
- cancel **your** policy in accordance with **our** rights to cancel

**We** or **your broker** will write to **you** if **we**:

- intend to treat **your** policy as if it never existed; or
- need to amend the terms of **your** policy

If **you** become aware that the information **you** have given **us** is inaccurate, **you** must inform **your broker** as soon as practicable.

Please read **your** policy carefully to ensure it meets **your** needs. If **you** do not understand the terms, exclusions or conditions or if any information is incorrect or incomplete **you** must tell **your broker** immediately.

## Our use of language

Unless otherwise agreed, the contractual terms and conditions and other information relating to this contract will be expressed in the English language.

## Data Privacy Notice

Pen Underwriting Limited are the data controller of any personal information **you** provide to **us** or personal information that has been provided to **us** by a third party. **We** collect and process information about **you** in order to arrange insurance policies and to process claims. **Your** information is also used for business purposes such as fraud prevention and detection and financial management.

This may involve sharing **your** information with third parties such as insurers, brokers, reinsurers, claims handlers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators, police and government agencies or fraud prevention agencies.

**We** may record telephone calls to help **us** monitor and improve the service **we** provide. For further information on how **your** information is used and **your** rights in relation to **your** information please see our Privacy Policy - <https://www.penunderwriting.co.uk/Privacy-and-Cookies>. If **you** are providing personal data of another individual to **us**, **you** must tell them **you** are providing their information to **us** and show them a copy of this notice.

## Telephone Calls and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on **your** network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

# Definitions

## Applicable to Sections One to Four of this insurance

Where the following words appear in bold in this insurance contract, they will have the meanings shown below.

### Accidental Damage

Sudden, unexpected and visible damage which is not inevitable and has not been caused on purpose.

### Bodily Injury

Physical injury including accidental death, disease or illness

### Broker

The intermediary who arranged this insurance on **your** behalf.

### Buildings

The **buildings** used for domestic purposes, situated at the address or addresses shown in **your schedule** which are owned by **you**, or for which **you** have a legal responsibility, including:

- the main domestic structure;
- garages and outbuildings
- decorative finishes;
- permanent fixtures and fittings;
- domestic fixed fuel tanks;
- garden walls, fences, gates, paths and drives;
- hard tennis courts, patios, steps, terraces, ornamental man-made ponds, fountains and bridges;
- permanently fitted hot tubs and swimming pools;
- radio and TV aerials, satellite dishes, solar panels, external lighting, alarm systems, surveillance equipment and lifts;
- underground service pipes, cables, sewers, drains and drain inspection covers

### Credit Cards

Credit, charge, cheque, bankers or cash dispensing cards.

### Domestic Employee(s)

Any person employed by **you** under a contract of service which is solely for private domestic duties. **Domestic employee(s)** does not include any employee involved in demolition, alterations, extensions or renovations to any part of the **insured premises**.

### Endorsement

A written variation to the terms and/or conditions of this insurance.

### Excess

The amount shown in the **schedule** or **endorsement you** have to bear in respect of certain claims covered by this insurance. If **you** claim under more than one section **we** will only apply the 'excess' once

### Fine Art and Antiques

All items of an antique nature or of artistic merit, including but not limited to furniture, pictures, paintings, prints, drawings, photographs, books, manuscripts, tapestries, rugs, gold, silver, gold or silver plated articles, items made of precious metals and/or precious stones, sculptures, ceramics, porcelain, china, glassware, clocks, barometers, statues, stamps, coins and medals, all forming part of a collection.

**Fine art and antiques** does not include **valuables**.

### Heave

Upward and/or lateral movement of the site on which **your buildings** stand caused by swelling of the ground.

### Home

The private dwelling(s) at the address(es) shown on **your schedule** and its outbuildings all used for domestic purposes only.

### Household Contents

The household goods and personal belongings of **your home** all of which belong to **you** or for which **you** have a legal responsibility, including:

- clothing and other personal property;
- audio and visual equipment;
- pedal cycles;
- tenants fixtures and fittings and interior decorations;
- domestic garden machinery, tools and implements;
- office equipment;
- outdoor items;
- sports equipment;
- saddlery and tack;
- trailers, horse trailers and trailer tents up to £5,000 in total;
- fine art and antiques
- **valuables** up to £10,000 in total

**Household contents** excludes:

- motor vehicles other than those defined under **land vehicles**;
- any boat or vessel designed for use on water other than those defined under **watercraft**;
- caravans and aircraft (including but not limited to model aircraft, gliders, hang-gliders, microlights and drones) and any parts or accessories thereof;
- any part of the **buildings**;

- any living creature;
- any items held or used in connection with any business, other than as defined under **office equipment**

### Insured Premises

The private dwelling(s) at the address(es) stated in the **schedule** and the land within the boundaries belonging to it/them.

### Land Vehicle(s)

Any of the following which are owned by **you**, or for which **you** have a legal responsibility:

- motorcycles with an engine capacity of 50cc or less;
- domestic gardening vehicles;
- quad bikes;
- model or toy vehicles;
- segways;
- golf buggies;
- vehicles specifically designed to assist the disabled

### Landslip

Downward movement of sloping ground.

### Money

Any of the following belonging to **you** or in connection with **your** business:

- current legal tender, cheques, postal and **money** orders;
- postage stamps not forming part of a stamp collection;
- savings stamps, savings certificates and travellers cheques;
- premium bonds and gift tokens;
- travel and other tickets with a fixed monetary value

### Office Equipment

**Office equipment** includes any of the following used in conjunction with **your** business at the **home**, which belong to **you** or for which **you** have a legal responsibility:

- furniture;
- computers (including keyboards and monitors);
- printers;
- fax machines and modems;
- photocopiers and typewriters;
- phone equipment;
- business stock

**Office equipment** does not include:

- the cost of reconstituting any lost or damaged data;

### Outdoor Items

Items which are normally left outdoors including garden furniture, garden statues, barbeques, fixed recreational toys, urns and other similar items

### Period of Insurance

The period shown in the **schedule** and any further period for which **you** have paid or agreed to pay and **we** have accepted or have agreed to accept the premium.

### Schedule

The **schedule** forms part of this insurance and shows details of the **insured**, the **insured premises**, the **period of insurance**, the sections of this insurance that apply and the **sums insured** or **limits of liability**.

### Settlement

Downward movement as a result of the soil being compressed by the weight of the **buildings** within ten years of construction.

### Subsidence

Downward movement of the site on which **your buildings** stand by a cause other than the weight of the **buildings** themselves.

### Sums Insured / Limits of Liability

The maximum amounts **we** will pay as shown in the **schedule**. Unless otherwise stated, the amounts apply to each incidence of loss and will be available again in full to meet further loss or damage.

### United Kingdom

England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands.

### Unoccupied

If the insured premises have not been lived in by **you** overnight for more than 60 days or are not sufficiently furnished for normal living purposes.

### Valuables

Any of the following which are owned by **you** or for which **you** have legal responsibility:

- jewellery;
- watches;
- furs;
- guns

**Watercraft**

Any of the following which are owned by **you**, or for which **you** have a legal responsibility:

- sailboards
- surfboards
- dinghies
- boats of less than 16 feet or 4.8 metres in length
- motorised boats or vessels with an engine of 25 horsepower or less

**We / Us / Our**

The Insurer(s) stated in the **schedule**.

**You / Your / Insured**

The person or persons named in the **schedule** and all members of **your** family who permanently live in the **home**.

# Our Service Commitment to You

## Applicable to Sections One to Four of this insurance

**Our** aim is to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly. At all times **we** are committed to providing **you** with the highest standard of service.

If **you** have any questions or concerns about **your** insurance or the handling of a claim, **you** should contact:

### Policy Enquiries

Please contact **your Broker**

### Claims Enquiries

Pen Claims Team  
Riverside  
Cloister House  
New Bailey Street  
Manchester  
M3 5AG  
Tel: 0161 529 1400 (including out of hours)  
and 0333 188 5362  
Email: [UK.PenPL.claims.new@penunderwriting.com](mailto:UK.PenPL.claims.new@penunderwriting.com)

If **you** are not satisfied and wish to make a complaint, then **you** may contact the insurer's complaints team at:

### Policy Related Complaints

Complaints Officer  
7th Floor Spectrum Building  
55 Blythswood Street  
Glasgow  
G2 7AT  
Tel: 0141 285 3539  
Email: [pencomplaints@penunderwriting.com](mailto:pencomplaints@penunderwriting.com)

### Claims Related Complaints

Complaints Officer  
55 Blythswood Street  
Glasgow G2 7AT  
Tel: 0141 285 3539  
Email: [pencomplaints@penunderwriting.com](mailto:pencomplaints@penunderwriting.com)

Details of Pen Underwriting's complaints procedures are available at:  
<http://www.penunderwriting.co.uk/Pages/complaints.aspx>

If **you** remain dissatisfied, **you** may refer the matter to the Financial Ombudsman Service (FOS) within six months of the date of our final response to **you**, they can be contacted at:

Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

Tel: 0800 023 4567 (for landline users, mobile users may be charged)  
0300 123 9123 (same rate as 01 or 02 numbers, on mobile phone tariffs)  
Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

The FOS is an independent service in the UK for settling disputes between consumers and businesses providing

financial services. **You** can find out more information at: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

**Your** right to take legal action against **us** is not affected by referral to either the Customer Relations Team or the Financial Ombudsman Service. However, the Financial Ombudsman Service will not adjudicate on any case where litigation has commenced

In all communications the policy/certificate number appearing in the **schedule** should be quoted.

# Cancelling this Policy

## Applicable to Sections One to Four of this insurance

### Your Statutory Rights

**You** have a statutory right to cancel **your** policy within 14 days of either:

- the date **you** receive the policy documentation, or
- the day **you** purchase or renew this policy, whichever is the latter.

If **you** wish to cancel and **your** cover hasn't started **we** will refund **your** premium in full.

If **you** don't exercise **your** right to cancel, **your** policy will continue, and **you** will be required to pay the premium.

If **you** cancel after the start of the **period of insurance** a refund of premium will be calculated from receipt of this notice on a pro-rata basis providing no incidents have occurred which give rise to a claim.

### Your Right to Cancel this Policy

If **you** wish to cancel **your** policy after 14 days **you** can do so at any time by contacting **your** broker.

On policies where the annual premium has been paid in full a refund of premium will be calculated from receipt of this notice on a pro-rata basis providing no incidents have occurred which give rise to a claim. On policies where the premium is paid by monthly payments the cancellation will take effect from the end of the period for which **you** have paid and therefore no refund will be due.

### Our right to cancel this Policy

**We** can cancel **your** policy by giving **you** 30 days written notice at **your** last known address. **We** will only cancel this policy or any part of it for a valid reason, such as:

- non-payment of premium;
- **we** have identified serious grounds (such as the use or threat of violence or aggressive behaviour against **our** staff, contractors or property);
- there is a change in risk occurring which **we** are unable to insure;
- non-cooperation or failure to supply any information or documentation **we** request;
- **we** establish that **you** have provided **us** with incorrect information;
- **you** breach any terms and conditions of **your** policy

Where possible, **we** will try to seek an opportunity to resolve the matter with **you**.

If **we** cancel the policy **we** will refund premiums already paid for the remainder of the current **period of insurance** based on a proportional daily rate depending on how long this insurance has been in force.

### Important Notice

If a claim has been submitted or there has been any incident likely to give rise to a claim during the current **period of insurance**, no refund for the unexpired portion of the premium will be given.

This will not affect **your** right to make a claim for any event that happened before the cancellation date.

Please note that upon cancellation of this policy **your Broker** may impose a charge. Please contact **your Broker** for further information

# Claims Procedure

## Applicable to Sections One to Four of this insurance

Although **we** hope that **you** will never need to make a claim on **your** insurance policy, **we** have made everything as simple and straightforward as possible should **you** ever need to use **our** claims service.

## How to make a claim

When an accident or loss occurs, **you** should take any immediate action **you** think is necessary to protect **your** property and belongings from further damage, such as switching off the gas, electricity or water.

If **you** need to make a claim under this policy, please contact **us** straight away by calling the claims helpline on:

### New Claims

Pen Claims Team  
Riverside  
Cloister House  
New Bailey Street  
Manchester  
M3 5AG  
Tel: 0161 529 1400 (including out of hours)  
and 0333 188 5362  
Email: [UK.PenPL.claims.new@penunderwriting.com](mailto:UK.PenPL.claims.new@penunderwriting.com)

To help **us** deal with **your** claim quickly **we** may require **you** to provide **us** with assistance and evidence that **we** require concerning the cause and value of any claim. Ideally, as part of the initial notification, **you** will provide:

- **your** name, address, and **your** home and mobile telephone numbers
- policy/Certificate number
- the date of the incident
- police details / Crime Reference number where applicable
- the cause of the loss or damage
- details of the loss or damage together with claim value if known
- names and addresses of any other parties involved or responsible for the incident (including details of injuries) and addresses of any witnesses

This information will enable **us** to make an initial evaluation on policy liability and claim value.

When **you** call **us**, **we** may:

- ask **you** to get estimates for building repairs or replacement items; or
- arrange for the damage to be inspected by one of **our** claims advisors, an independent loss adjuster or other expert – their aim is to help **us** agree a fair settlement with **you**; or

- arrange for the repair or a replacement as quickly as possible; or
- for some claims **we** or someone acting on **our** behalf may wish to meet with **you** to discuss the circumstances of the claim, to inspect the damage, or to undertake further investigations

If **we** appoint an authorised repairer the benefits for **you** are:

- they will make **your home** safe for **you**,
- **we** will arrange for someone to repair or replace the lost or damaged items:
- if further work is required, they will arrange a convenient time to complete the work,
- **you** will not need to obtain estimates,
- **you** can be assured of the standard of the work

## Payments

Where payment of premium is not made, any cover otherwise provided by this insurance will be inoperative from the date the premium was due.

Where a claim has been notified during the current **period of insurance**, **you** must continue with the monthly payments throughout the remaining **period of insurance**, or pay the remaining premium in full. If **you** fail to do so, a claim may be rejected or payment could be reduced.

# Claims Terms and Conditions

## Applicable to Sections One to Four of this insurance

These are the claims terms and conditions which **you** and **your** family will need to keep to as **your** part of the contract.

If **you** do not a claim may be rejected or payment could be reduced. In some circumstances **your** policy might be invalid.

If anything happens which might lead to a claim what **you** must do depends on what has happened. The sooner **you** tell **us** the better. In some cases there are other people **you** must contact first:

- if **you** or **your** family are the victim of malicious damage, vandalism, riot, theft or attempted theft or accidental loss **you** must tell the police immediately and obtain the police reference number, tell **us** as soon as **you** can
- for all other claims **you** must notify **us** as soon as possible, giving full details of what has happened
- **you** must provide **us** with details of what has happened as soon as **you** can
- If a claim for liability is made against **you**, any letter, claim, writ, summons or other legal document **you** receive must be forwarded to **us** unanswered as soon as **you** reasonably can
- **you** must not admit liability, or offer or agree to settle any claim without **our** written permission
- **you** must take care to limit any loss, damage or liability
- **you** must retain ownership of **your** property at all times. **We** will not take ownership of, or accept liability for, any of **your** property unless **we** agree with **you** in writing in advance to do so

## How we deal with your claim

**We** may request additional information depending upon circumstances and value which may include the following:

- original purchase receipts, invoices, instruction booklets or photographs, bank or credit card statements, utility bills, pre-purchase surveys, or plans or deeds of **your** property;
- dates and location of when/where damaged items were purchased; and/or
- for damaged property, confirmation by a suitable qualified expert that the item **you** are claiming for is beyond repair

**We** may need to get into a building that has been damaged to salvage anything **we** can and to make sure no more damage happens. **You** must help **us** to do this but **you** must not abandon **your** property to **us**.

**We** have the right, if **we** choose, in **your** name but at **our** expenses to:

- take over the defence or settlement of any claim;
- start legal action to get compensation from anyone else;
- start legal action to get back from anyone else any payments that have already been made

**You** must provide **us** with any information and assistance as **we** may require about any claim. **You** must help **us** to take legal action against anyone or help defend any legal action if **we** ask **you** to.

## Other Insurance

**We** will not pay any claim for loss, damage or liability which is insured by or would be insured by another policy if this policy did not exist.

## Large Loss Excess Waiver

In the event of a claim for loss or damage covered by this insurance exceeding £30,000, the **excess** shown in **your** **schedule** will not apply. This Large Loss **excess** Waiver does not apply:

- to any **subsidence excess**
- where **we** have applied an additional increased **excess** by **endorsement**

# General Conditions

## Applicable to Sections One to Four of this insurance

These are the conditions of the insurance you and your family will need to meet as your part of the contract. If you do not, a claim may be rejected or payment could be reduced. In some circumstances your policy might become invalid or we may declare your policy void.

Each **home** included under this insurance is considered to be covered as if separately **insured**.

## Take Care

**You** must take care to provide complete and accurate answers to the questions **we** ask when **you** take out, amend, and renew **your** policy.

**You** must take care to avoid any accident and to prevent loss or damage to everything which is covered by this insurance and to keep all the property **insured** in good condition and in a good state of repair.

**You** must always make sure that the **sums insured** shown in **your schedule** are adequate.

- **buildings** should be **insured** for the full cost of rebuilding the **buildings** in the same form, style and condition as new plus an amount for architects', surveyors', consulting engineers and legal fees, debris removal costs and other costs to comply with government or local authority requirements, Please note that the rebuilding cost of **your home** may be different from its market value.
- **household contents** should be **insured** for the full cost of replacement as new
- **fine art and antiques** should be **insured** for the current market value
- **valuables** should be **insured** for the current replacement value

## Changes in Circumstances

Using the address on the front of **your schedule** you must tell **us** within 14 days as soon as **you** know about any of the following changes:

- **you** are going to move **home** permanently;
- someone other than **your** family is going to live in **your home**;
- **your home** is going to be used for short periods each week or as a holiday **home**;
- **your home** is going to be **unoccupied**;
- work is to be done on **your home** which is not routine repair, maintenance or decoration, for example any structural alteration or extension to **your home**, with a contract value of over £75,000;

- **you** or any member of **your** family has been convicted of or charged with any offence, other than a motoring offence which has not been spent under the Rehabilitation of Offenders Act
- any increase in the value of **your household contents** or the rebuilding cost of **your buildings**;
- any part of **your home** is going to be used for any trade, professional or business purposes;

There is no need to tell **us** about trade, professional or business use if:

- the trade, professional or business use is only clerical; and
- there are no staff employed to work from the **home**; and
- there are no visitors to the **home** in connection with the trade, profession or business; and
- there is no business **money** or stock in the **home**

When **we** are notified of a change, **we** will tell **you** whether this affects **your** policy. For example whether **we** are able to accept the change and if so, whether the change will result in revised terms and/or a revised premium being applied to **your** policy. If **we** are not able to accept the change and it becomes necessary to cancel this insurance, **we** will do so as described within the cancellation conditions contained within this policy.

If **you** do not tell **us** about changes or give **us** incorrect information, the wrong terms may be quoted, **we** may be entitled to reject payment of a claim or a payment could be reduced. In some circumstances **your** policy might be invalid, and **you** may not be entitled to a refund of premium.

## Transfer of Interest

**You** cannot transfer **your** interest in the policy without **our** written permission.

## Fraud

**You** must not act in a fraudulent manner, if **you** (or anyone acting for **you**):

- make a claim under the policy knowing the claim to be false, or fraudulently exaggerated in any respect; or
- make a statement in support of a claim knowing the statement to be false in any respect; or
- submit a document in support of a claim knowing the document to be forged or false in any respect; or
- make a claim in respect of any loss or damage caused by **your** wilful act or with **your** connivance

Then:

- **we** shall not pay the claim;
- **we** shall not pay any other claim which has been or will be made under the policy;
- **we** may declare the policy void;
- **we** shall be entitled to recover from **you** the amount of any claim paid under the policy since the last renewal date;
- **we** shall not make any return premiums;
- **we** may inform the Police of the circumstances

**Important Notice**

Please note that if the information provided by **you** is not complete and accurate, **we** may:-

- cancel **your** policy and refuse to pay any claim, or
- not pay any claim in full, or
- revise the premium and/or change any **excess**, or
- revise the extent of cover or terms of this insurance

# General Exclusions

## Applicable to Sections One to Four of this insurance

### 1. Radioactive Contamination and Nuclear Assemblies Exclusion

We will not pay for:

- a) loss or destruction of or damage to any property whatsoever, or any loss or expenses whatsoever resulting or arising there from, and
- b) any legal liability of whatsoever nature, directly or indirectly caused by or contributed to by or arising from:
  - ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel,
  - the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof

### 2. War Exclusion

We will not pay for any consequence whatsoever which is the direct, or indirect result of any of the following, or anything connected with any of the following, whether or not such consequence has been contributed to by any other cause or event: war, invasion, act of foreign enemy, hostilities or a warlike operation or operations (whether war be declared or not), civil war, mutiny, rebellion, revolution, military rising, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power.

### 3. Existing and Deliberate Damage Exclusion

We will not pay for loss or damage:

- occurring outside of the **period of insurance**;
- caused deliberately by **you** or any person lawfully in the home.

### 4. Pollution or Contamination Exclusion

We will not pay for loss, damage or liability of any kind directly or indirectly caused by or arising out of pollution and/or contamination other than:

- when caused by oil or water escaping from a fixed oil or fixed water installation, or
- when caused by a sudden, identified, unexpected and unforeseen accident which happens in its entirety at a specific moment of time during the **period of insurance** at the **home**, and
- reported to **us** not later than 30 days from the end of the **period of insurance**,

In which all such pollution and/or contamination arising out of such accident shall be deemed to have happened at the time of such accident.

### 5. Contract (Rights of Third Parties) Act 1999 Clarification Clause

A person who is not a party to this insurance has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this insurance but this does not affect any right or remedy of a third party which exists or is available apart from that Act.

### 6. Electronic Data Exclusion

We will not pay for:

- a) loss or destruction of or damage to any property whatsoever, or any loss or expenses whatsoever resulting or arising there from, and
- b) any legal liability of whatsoever nature, directly or indirectly caused by or contributed to by or arising from:
  - computer viruses, erasure or corruption of electronic data,
  - the failure of any equipment to correctly recognise the change of date.

For the purpose of this exclusion 'computer virus' means a corrupting instruction from an unauthorised source that propagates itself via a computer system or network.

### 7. Terrorism Exclusion

We will not pay for any consequence whatsoever which is directly or indirectly caused by nuclear and/or chemical and/or biological and/or radiological means, or anything connected with those means, and which is the direct or indirect result of Terrorism, or anything connected with Terrorism, whether or not such consequence has been contributed to by any other cause or event.

Terrorism means:

- The use of threat of force and/or violence and/or
- Actual or threatened harm or damage to life or to property caused or occasioned by any person or group of persons in whole or in part for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public or any section of the public in fear or is claimed to be caused or occasioned in whole or in part for such purposes.

**8. Confiscation Exclusion**

**We** will not pay for loss, damage or liability occasioned by or happening through confiscation or detention by customs or other officials or authorities.

**9. Loss of Value**

**We** will not pay for any reduction in market value of any property following its repair, replacement or reinstatement, unless expressly included within this insurance.

**10. Indirect Loss or Damage**

**We** will not pay for any loss or damage that is not directly associated with the incident that caused **you** to claim, except where that loss or damage is expressly included within this insurance.

**11. Wear and Tear and Gradually Operating Causes**

**We** will not pay for any loss, damage, liability, cost or expense of any kind directly or indirectly caused by or resulting from:

- Anything which happens gradually, including smoke, damp, rising damp, rising water tables, wear and tear, gradual deterioration, fading, corrosion, rust or oxidation, rot, fungus, mould or infestation;
- Moths, insects, vermin or infestation;
- Dryness or humidity, being exposed to light or extreme temperatures, unless the loss or damage is caused by storm, frost or fire
- The process of cleaning, dyeing, repair, alteration, renovation, restoration or anything reaching the end of its serviceable life

**12. Financial Sanctions**

**We** will not provide any cover or be liable to provide any indemnity, payment or other benefit under this policy where doing so would breach any prohibition or restriction imposed by law or regulation.

If any such prohibition or restriction takes effect during the **period of insurance we** may cancel this policy immediately by giving **you** written notice at **your** last known address.

If **we** cancel the policy **we** will refund premiums already paid for the remainder of the current **period of insurance**, provided no claims have been paid or are outstanding.

**13. Defective Design or Construction Exclusion**

**We** will not pay for any loss, damage, liability, cost or expense of any kind caused by or resulting from poor or faulty design, workmanship or use of faulty materials.

**14. Mechanical or Electrical Faults**

**We** will not pay for any loss or damage caused by or resulting from any mechanical or electrical faults or breakdowns. However this exclusion does not exclude any ensuing loss that would be covered unless otherwise excluded by any exclusion in this policy.

**15. Unoccupied Homes**

**We** will not pay for the following events while **your home** is unoccupied:

- escape of water from or frost damage to fixed water tanks, apparatus or pipes, during the period 1st November to 31st March unless **you** comply with one of the following:
  - i. where the entire **home** has the benefit of a gas or oil fired central heating system, the system must be set to operate continuously for 24 hours each day at not less than 10 degrees Celsius or 50 degrees Fahrenheit;
  - ii. all water supplies to the **home** are turned off at the mains and the entire water system is drained of all the water and where fitted the loft hatch door must be left open.
    - theft or attempted theft, vandalism or malicious damage unless **we** agree cover;
    - escape of oil from any fixed heating installation or any domestic appliance;
    - loss of metered water
    - accidental damage

**16. Building Works**

**We** will not pay for any loss or damage resulting from any work to **your home**, which is not routine repair, maintenance or decoration, where the cost of the work exceeds a total contract value of £75,000, unless the work has been agreed by **us**.

# Section One – Buildings

## The Cover

Cover for **buildings** applies only if it is shown as included in **your** policy **schedule**

This section covers the **buildings** belonging to **you** or for which **you** are legally liable, situated at the **insured premises**, against loss or damage, other than as excluded under either this section or the general exclusions.

## Basis of Valuation/Settlement of loss and/or damage

In the event of loss or damage covered by this insurance, **we** will pay the cost of rebuilding or repairing the damaged **buildings**.

If **you** have an up-to-date survey of the **buildings** and have **insured your buildings** for the **sums insured** mentioned, **we** will pay the full cost of rebuilding or repairing the damage at the time of loss or damage, even if this is more than the sum **insured**, except for buildings that are Grade 1 listed. The survey must have been carried out by an independent Chartered Surveyor no more than three years before the start of the **period of insurance** and must have been authorised by **us**.

**We** will make a deduction for wear, tear or betterment if the **buildings** have not been maintained in a good state of repair.

## Index-linking

The **sum insured** for **buildings** will be indexed each month in accordance with the movement in the House Rebuilding Cost Index issued by the Royal Institution of Chartered Surveyors or a similar index selected by **us**.

There will be no additional premium payable by **you** for any monthly increase during the **period of insurance**, but at each renewal of this policy **we** will calculate the premium using the revised **sums insured**.

For **your** protection, should the index fall below zero **we** will not reduce the **sum insured**.

## Your Sum Insured

**We** will not reduce the amount insured under section one after **we** have paid claim as long as **you** agree to carry out **our** recommendations to prevent further loss or damage.

## Specific Extensions

This section also covers:

### 1. Alternative Accommodation

**We** will pay the costs of alternative accommodation incurred by **you** and **your** domestic pets while **your home** cannot be lived in, due to loss or damage covered by this section, but not for a period of more than 36 months

### 2. Building Works

**We** will pay for loss or damage to the **buildings** whilst works are being carried out to **your home** which are not routine repair, maintenance or decoration, up to a contract value of £75,000. **We** will also cover any newly acquired unfixed building materials, supplies, fixtures and fittings which are owned by **you** and kept at the **insured premises**.

### 3. Damage Caused by Domestic Pets

**We** will pay up to £2,500 in any one **period of insurance** in respect of damage to the **buildings** caused by **your** domestic pets due to chewing, scratching, tearing or fouling. The most **we** will pay under section one – **buildings** and section two – **household contents, fine art and antiques** and **valuables** combined is £2,500.

### 4. Damage Occurring During the Sale of the Insured Premises

**We** will pay for loss or damage covered by this insurance for the purchaser of the **insured premises**, from the time of the exchange of contracts, or if in Scotland from the date **you** accept the offer of purchase, until the sale is completed or the **period of insurance** ends, whichever is sooner.

### 5. Emergency Access

**We** will pay for loss or damage to the **buildings** as a direct result of forcible entry to **your home** to attend a medical emergency or to prevent damage to **your home**.

### 6. Emergency Preventative Measures

**We** will pay up to £2,500 in any one **period of insurance** for costs incurred by **you** in taking reasonable temporary measures to avoid or mitigate potential loss or damage caused by storm or flood.

### 7. Fatal Injury and acquired disability

**We** will pay the following amounts for fatal injury to **you**, happening at the **insured premises**, caused by outward and visible violence by burglars or by fire:

- £50,000 if such injury results in **your** death within 12 months of the incident; and/or
- up to £15,000 where injury is sustained following the above events which necessitates alterations to the **buildings** to enable **your** continued occupation.

The maximum **we** will pay for any one incident is £100,000; if **you** claim under both Section One and Section Two the most **we** will pay for any one incident is £100,000.

**We** will not pay for injury to or death of any domestic employee.

**8. Fees, Expenses and Debris Removal**

**We** will pay for the following expenses incurred with **our** prior written consent:

- fees to architects, surveyors and consulting engineers;
- the cost of clearing the site and making the **buildings** safe; and
- the cost of doing anything required by any notice before the loss or damage happened, and provided that the **buildings** were originally built according to any Government and Local Authority regulations in force at that time.

**9. Forced Evacuation**

If **you** are denied access to **your insured premises** by the public authorities following loss or damage occurring at a neighbouring property, that would have been covered had it been **insured** under the terms and conditions of this policy, **we** will, subject to **our** prior consent and approval, reimburse **you** for the cost of necessary and comparable alternative accommodation incurred by **you** but not for more than a period of 30 days.

**10. Garden Cover**

**We** will pay the costs of restoring **your** garden following loss or damage to the garden caused by fire, lightning, collision, impact, theft, attempted theft, vandalism, malicious acts or a forced access to deal with a medical emergency, up to £10,000 for any one claim. **We** will only pay up to £1,000 for replacing any one tree, shrub or plant.

**11. Locating the source of a leak**

**We** will pay the costs of locating the source of a leak from fixed water tanks, apparatus and pipes, including subsequent repairs to walls, floors and ceilings

**12. Precautionary Measures**

Following loss or damage covered by this policy **we** will pay up to £1,000 towards costs incurred by **you** for repairs to **your home** to prevent further loss or damage from the same occurrence.

**13. Removing nest(s)**

**We** will pay up to £1,000 in any one **period of insurance** for the costs of removing wasp, bees or hornets' nest(s) at the **insured premises** which have been incurred by **you**. **We** will not pay for nests(s) which **you** were aware of before the **period of insurance**.

**14. Removing trees from vehicular access**

The costs of removing tree(s) that have fallen across the main vehicular access to the **insured premises**, **we** will only pay up to £2,500 for any one claim.

**15. Replacement Locks**

The costs incurred with **our** prior consent for replacing locks to external doors, alarms and safes at the **home** following loss of or theft of **your** keys.

**Your excess** does not apply to this specific extension.

**16. Reward**

**We** will pay a reward up to £5,000 to anyone who gives information that leads to the arrest and conviction of anyone who committed an illegal act which resulted in a claim under this insurance. **We** will not pay any reward where **you** or the Police would benefit from such payment.

If **you** claim under both Section One and Section Two the most **we** will pay for any one incident is £5,000

**17. Build Back Better**

**We** will pay up to £10,000 to install flood resistance and/or resilience measures to **your** main residence where it is possible to do so, following a valid claim for flood where the total cost of the buildings claim is more than £25,000.

The loss or damage must have been caused by flood waters entering **your home** from an external source.

**We** will only pay where **your home** has previously suffered from flood and this has been disclosed to **us**.

**Specific Exclusions**

**We** will not pay for:

1. The **excess** stated in **your schedule**
2. Loss or damage caused by storm, flood, frost, falling trees or weight of snow to gates, fences, pergolas, gazebos, arbours and hedges, unless the private dwelling is also affected at the same time by the same event
3. The cost of general maintenance and decoration
4. Loss or damage caused by or resulting from warping or shrinkage
5. Loss or damage caused by **subsidence** or **heave** of the site upon which the **buildings** stand, or **landslip**:
  - a. to domestic fixed fuel tanks, swimming pools, hot tubs, terraces, patios, hard tennis courts, bridges, culverts and other man-made structures, driveways, footpaths, walls, gates and fences unless the private dwelling is also affected at the same time by the same event;
  - b. to solid floors unless the walls of the **home** are affected at the same time by the same event;
  - c. arising from faulty design, specification, workmanship or materials;

- d. which compensation has been provided for or would have been but for the existence of this insurance under any contract or a guarantee or by law;
  - e. caused by river or coastal erosion;
  - f. whilst the **buildings** are undergoing any structural repairs, alterations or extensions; or
  - g. **settlement** of the **buildings**
6. The cost of clearing blocked sewer pipes, drains, pipes or underground tanks unless caused as a result of loss or damage covered under this section

# Section Two – Household Contents, Fine Art and Antiques and Valuables

## The Cover

Cover for **household contents, fine art and antiques** and **valuables** applies only if they are shown as included in **your** policy **schedule**.

This section covers the **household contents, fine art and antiques**, and **valuables** belonging to **you** or for which **you** are legally liable, against loss or damage, other than as excluded under either this section or the general exclusions. These items are **insured** whilst at the **insured premises** or anywhere in the world.

## Basis of Valuation/Settlement of loss and/or damage

### 1. In respect of **household contents**

In the event of loss or damage covered by this insurance, **we** will decide whether to repair, replace or pay a cash **settlement** on the basis of replacement cost as new. There will be no deduction for wear and tear.

In the event of a partial loss covered by this insurance

**we** will pay for the cost of restoration or repair.

In any event **we** will not pay more than the **sums insured** shown in the **schedule** or the limits shown in the Specific Limits section.

### 2. In respect of **fine art and antiques** and **valuables**

In the event of loss or damage covered by this insurance **we** will pay:

#### a. For unspecified items:

Up to the specific limit of any items, pair or set of items at the time of such loss or damage

#### b. For specified items:

Up to the value agreed by **us** and as stated in the **schedule** for each item, pair or set of items individually listed in the valuation or private inventory

In the event of a partial loss covered by this insurance **we** will pay the cost of restoring or repairing the item to its condition immediately before the **insured** event plus any resulting depreciation in the market value of the item.

In the event of loss, covered by this insurance, to part of a pair or set of items, **we** will pay the full replacement cost of the pair or set of items, provided **you** surrender the undamaged part(s) of the pair or set of items to **us**.

In any event **we** will not pay more than the **sums insured** shown in the **schedule** or the limits shown in the Specific Limits section.

## Your Sum Insured

**We** will not reduce the amount **insured** under section two after **we** have paid claim as long as **you** agree to carry out **our** recommendations to prevent further loss or damage.

## Specific Limits

Unless otherwise shown in the **schedule**, or more specifically covered or excluded elsewhere in this insurance, **we** will not pay more than the following amounts:

### Fine art and antiques

£25,000 for any one item, pair or set of items

### Land vehicles

£5,000 for any one claim

### Office equipment

£20,000 for any one claim, with a maximum of £10,000 for business stock

### Outdoor items

£25,000 for any one claim

### Personal documents

For title deeds and other personal documents up to £10,000 for any one claim

### Theft from unattended vehicles

£10,000 for any one claim

### Valuables

£10,000 for any one item, pair or set of items

**Watercraft** including their furnishings, equipment and outboard motors

£5,000 for any one claim

### Wine

£25,000 for any one claim

## Index-linking

The **sum insured** for **household contents** will be indexed each month in accordance with the movement in the Consumer Durables Section of the General Index of Retail Prices or a similar index selected by **us**.

There will be no additional premium payable by **you** for any monthly increase during the **period of insurance**, but at each renewal of this policy **we** will calculate the premium using the revised **sums insured**.

For **your** protection, should the index fall below zero **we** will not reduce the **sum insured**.

**Fine art and antiques** and **valuables** will not be index linked. **You** must ensure that the **sums insured** shown in **your schedule** are adequate.

## Specific Extensions

This section also covers:

### 1. Additions and substitutions

This Section also automatically extends to include any additions or substitutions to the **household contents, fine art and antiques** and **valuables** insured during the **period of insurance** subject to **our** liability not exceeding an additional 25% of the **sum insured** stated in the **schedule** for this section, solely as a result of these additions or substitutions. This extension shall only apply when **you** declare such acquisition or substitution within 60 days of the acquisition or substitution, and any additional premium requested by **us** is paid. If such acquisition of substitution is not declared to **us** within 60 days **we** reserve the right, at **our** discretion, to refuse cover.

### 2. Alternative Accommodation

**We** will pay the costs of alternative accommodation incurred by **you** and **your** domestic pets, while the **home** cannot be lived in due to loss or damage covered by this insurance, but not for a period of more than 36 months. **We** will not pay for any loss of rent if **we** have already paid a claim as a result of the same loss or damage under this section for loss of rent payable.

**We** will provide cover following loss or damage caused by fire, lightning, falling aircraft, flood or impact to permanently fitted and professionally installed and commissioned solar panels and wind turbines fitted at the **insured premises** for:

- the amount of revenue which is lost that **you** would have received from selling back surplus electricity, under contract, to a recognised electricity distributor;
- the additional cost of purchasing electricity from an electricity generating company sourced via the national grid which would otherwise have been reasonably provided by the solar panels or wind turbines fitted at the **insured premises**. **You** will have to demonstrate the amount of electricity historically produced by generating equipment installed at the **insured premises**.

The maximum amount payable in respect of any one incident and in any one **period of insurance** is £2,500 for a period of up to twelve months after the event that caused the loss, but only in respect of the period to repair or replace the solar panels or wind turbines.

**We** will not pay for loss or damage:

- that **we** specifically exclude elsewhere in this insurance;
- while the **insured premises** are being altered, repaired or extended;
- while the solar panels or wind turbines are being installed, moved or serviced;

- caused by wear and tear, infestation, corrosion, damp, wet or dry rot, mould, frost or gradual deterioration;
- arising from faulty design, specification, workmanship or materials;
- caused by mechanical or electrical faults or breakdown;
- while the **insured premises** are lent, let or sublet

### 3. Computer Software

**We** will pay the cost involved in retrieving **your** personal electronic data as a result of loss or damage covered under this Section up to £10,000 any one claim.

### 4. Credit Cards

**We** will pay for loss for which **you** are responsible, up to £25,000 for any one claim, as a result of misuse by any unauthorised person(s) following loss or theft of any **credit card**, together with all costs and expenses incurred with **our** prior written consent arising before the **credit card** organisation received notification of the loss, provided that **you** comply with all the terms and conditions under which the **credit card** was issued. **We** will not pay for losses not reported to the police and issuer of the **credit card** within 24 hours of discovery. Where **you** have reported **your credit card(s)** for unauthorized or fraudulent use, in most circumstances **you** will only be liable for the first £50 of the claim.

### 5. Damage Caused by Domestic Pets

**We** will pay up to £2,500 in any one **period of insurance** in respect of damage caused by **your** domestic pets due to chewing, scratching, tearing or fouling. The most **we** will pay under section one – **buildings** and section two – **household contents, fine art and antiques** and **valuables** combined is £2,500.

### 6. Death of an Artist

**We** will pay for the increased value to any one piece of art that is individually listed under **fine art and antiques** where such increase is due to the death of the artist following loss or damage covered under this section. **We** will not pay for:

- more than 200% of any one piece of art subject to a maximum of £100,000 in total;
- any claim where the artist's death has not occurred within 12 months prior to the date of loss or damage;
- any claim where **you** cannot provide an independent professional valuation which is not more than 3 years old at the time of the loss or damage; or
- where **you** cannot prove the increased value of any piece of art

## 7. Defective Title

**We** will pay **you** the purchase price of an item individually listed in **your schedule** if it is proved that the item purchased by **you** is not rightfully **yours** and **you** are required, by law, to return it to its rightful owner.

**We** will not pay:

- more than £100,000;
- if **you** did not purchase the item during the **period of insurance** it has been **insured** by **us**;
- if **you** do not notify **us** within the **period of insurance**;
- if the item was inherited or given to **you** as a gift;
- if **you** did not make enquiries regarding the item's provenance before **you** purchased it

## 8. Fatal Injury and acquired disability

**We** will pay the following amounts for fatal injury to **you**, happening at the **insured premises**, caused by outward and visible violence by burglars or by fire:

- £50,000 if such injury results in **your** death within 12 months of the incident; and/or
- up to £15,000 where injury is sustained following the above events which necessitates alterations to the **buildings** to enable **your** continued occupation.

The maximum **we** will pay for any one incident is £100,000; if **you** claim under both Section One and Section Two the most **we** will pay for any one incident is £100,000.

**We** will not pay for injury to or death of any **domestic employee**.

## 9. Fine Art and Antiques Market Appreciation

If **you** have had a valuation within the last 36 months for a specified item of **fine art or antiques** **we** will pay as follows:

- i. In the event of a total loss if the market value of the specified item immediately before the loss exceeds the amount specified for that item **we** will pay the market value
- ii. In the event of a partial loss **we** will pay the lesser of:
  - a. The cost of repairing the item to its condition immediately before the loss; or
  - b. The amount shown on the **schedule** for that item

However if the market value of the specified item exceeds the amount specified for that item **we** will pay the market value

The most **we** will pay under this extension is 150% of the specified sum insured.

## 10. Freezer Contents

**We** will pay for loss or damage to freezer contents whilst at the home, including damage caused by a rise or fall in temperature. **We** will not pay for damage due to any rise or fall in temperature caused by the deliberate act of any power supply authority, or the withholding or restricting of power by such authority.

**Your excess** does not apply to this extension

## 11. Gifts and Presents

**We** will pay for wedding, birthday, anniversary and religious festival gifts purchased by **you** but not yet given to third parties and similar items purchased for **you** and kept in the **home**. This extension only applies to loss or damage occurring no more than 45 days before or after the wedding, birthday, anniversary or religious festival. **We** will pay up to £1,000 for any single item and £10,000 for any one claim.

## 12. Hire of Replacement Golf Clubs Overseas

Following loss or damage to **your** golf clubs, or any that **you** have hired or borrowed, whilst outside of the **United Kingdom**, **we** will pay up to £25 per day, subject to a maximum of £250, for the necessary hire of replacement clubs. An invoice for the cost of hire must be submitted to **us** in the event of a claim.

## 13. Hole in One

In the event of a Hole in One being achieved by **you** in an official golf club competition **we** will pay up to £500. **Your** scorecard and certification from **your** club or match secretary must be submitted to **us** in the event of a claim.

## 14. Loss of Oil, Metered Water or LPG

**We** will pay up to £10,000 for the cost of additional metered water charges or the cost of oil lost from fixed domestic water or heating installations at **your home** during the **period of insurance**. **We** will pay up to £5,000 for the cost of liquid petroleum gas (LPG) lost from fixed domestic heating installations at **your home** during the **period of insurance**.

## 15. Loss of Rent Payable

**We** will pay for rent which **you** have to pay as a lessee or tenant of the **insured premises** while the **home** cannot be lived in due to loss or damage covered by this insurance, but not for a period of more than 36 months. **We** will not pay for any loss of rent if **we** have already paid a claim as a result of the same loss or damage under this section for alternative accommodation.

**16. Marquees**

**We** will pay for loss or damage to marquees and associated equipment that **you** have temporarily hired and are responsible for, for up to 7 days, **we** will not pay more than £50,000 for any one claim.

**17. Memorial Stones**

**We** will pay up to £2,500 in any one **period of insurance** in respect of malicious damage or theft of the memorial stone commemoration of **your** parents, grandparents, spouse, domestic partner or children, subject to:

- the Memorial stone being in a good state of repair prior to the loss or damage;
- the Memorial stone being located in the **United Kingdom**

**18. Money**

**We** will pay up to £5,000 for any one claim. **We** will not pay for:

- loss of value, confiscation or shortage due to **your** error or omission;
- more than £500 in a hotel or other temporary accommodation unless locked in a safe or safety deposit box;
- **money** left in an unattended vehicle; or
- losses not reported to the police within 24 hours of discovery

**19. Moving Home**

**We** will pay for loss or damage to **your household contents, fine art and antiques** and **valuables**, during removal, transit and storage to **your** new permanent residence within the **United Kingdom** by professional removal contractors. **We** will not pay for loss or damage whilst in storage for more than 15 days.

**20. Nursing Homes**

**We** will pay up to £5,000 in any one **period of insurance** for loss or damage to **contents** belonging to **your** parent(s) or grandparents whilst permanently residing in any nursing or residential care home. **We** will not pay:

- More than £1,000 for any one item, pair or set;
- For theft or attempted theft of contents unless entry to or exit from the property or room where the loss occurred is by forcible and/or violent means

**21. Replacement locks**

**We** will pay the costs incurred with **our** prior consent for replacing locks to external doors, alarms and safes at the **home** following loss of or theft of **your** keys.

**Your excess** does not apply to this extension

**22. Reward**

**We** will pay a reward up to £5,000 to anyone who gives information that leads to the arrest and conviction of anyone who committed an illegal act which resulted in a claim under this insurance. **We** will not pay any reward where **you** or the Police would benefit from such payment.

If **you** claim under both Section One and Section Two the most **we** will pay for any one incident is £5,000

**23. Stamp, Coin and Medal Collections**

**We** will pay for loss or damage covered by this section to stamps, coins and medals forming part of a collection, up to the amount of £5,000 for any one claim.

**24. Storage**

Loss or damage to **household contents, fine art and antiques** and **valuables** permanently kept in a commercial storage facility during the **period of insurance** caused by any of the following perils:

- Fire, lightning, explosion, earthquake or smoke;
- storm, flood or weight of snow;
- escape of water from fixed water apparatus, pipes or tanks;
- theft or attempted theft accompanied by forcible and violent entry;
- impact by any aircraft or other aerial device, rail or road vehicles or anything dropped from an aircraft, an animal, falling trees, telegraph poles, lamp-posts, aerials, satellite dishes, their masts and fittings;
- riot, violent disorder, strike, labour or political disturbance or civil commotion, malicious acts or vandalism

**We** will not pay for more than 25% of **your household contents, fine art and antiques** and **valuables sum insured**

**25. Students Possessions**

**We** will pay up to £15,000 for any one claim for loss of or damage to possessions of student members of **your** family whilst away from the **insured premises** and attending school, university or college. **We** will not pay:

- for loss or damage to pedal cycles
- more than £1,500 for any other single item
- for theft from unattended vehicles
- For theft or attempted theft of students possessions away from the **insured premises**

unless entry to or exit from the property or room where the loss occurred is by forcible and violent means.

## 26. Your Legal Liability as a Tenant for Accidental Damage

**Accidental damage** to mirrors, glass tops and fixed glass in furniture and of fixed glass, double glazing, sanitary fixtures and ceramic hobs forming part of the **buildings** at the **insured premises** for which **you** are legally responsible as a tenant and are not otherwise **insured**.

## 27. Your Legal Liability as a Tenant for Damage to the Buildings

**We** will pay costs for which **you** legally become liable to pay as a tenant for loss or damage to the **buildings**, up to the **contents** sum insured. This extension excludes any liability:

- For loss or damage caused by fire, lightning or explosion to the **buildings** other than to the landlord's fixtures or fittings;
- For loss or damage arising from **subsidence**, **heave** or landslip;
- For loss or damage caused by any person taking part in a riot, violent disorder, strike, labour disturbance, civil commotion or acting maliciously; or

While the **home** is **unoccupied**.

## 28. Visitors and Domestic Employees Personal Effects

Personal possessions belonging to **your** visitors or **domestic employees**, up to £1,000 for any one item, pair or set and £5,000 per person for any one claim against loss or damage whilst at the **home**. **We** will not pay for **money**, **credit cards** and **valuables** belonging to **your** visitors or **domestic employees** or items covered under another insurance policy.

### Specific Exclusions

**We** will not pay for:

1. The **excess** stated in **your schedule**
2. Loss or damage to any items being transported that are not suitably packed and secured according to the nature of the items and mode of transport.
3. Loss, damage or liability caused by or resulting from guns used willfully or maliciously, regardless of intention to cause harm
4. Theft of any item from an unattended vehicle unless violence and force are used to enter the vehicle. Items must be concealed from sight and/or locked in the boot or glove box

5. Loss or damage caused by **you** not receiving goods or services **you** have paid for through any internet website.
6. Loss of value following repair, replacement or reinstatement in respect of **household contents**
7. Loss or damage caused by or resulting from warping or shrinkage
8. Loss or damage caused by **subsidence** or **heave** of the site upon which the **buildings** stand, or **landslip**:
  - a. arising from faulty design, specification, workmanship or materials;
  - b. which compensation has been provided or would have been but for the existence of this insurance contract under any contract or a guarantee or by law;
  - c. caused by river or coastal erosion;
  - d. whilst the **buildings** are undergoing any structural repairs, alterations or extensions

## Section Three – Employers Liability for Domestic Employee(s)

### The Cover

Cover for Employers Liability for **domestic employee(s)** applies only if it is shown as included in **your** policy **schedule**

This section indemnifies **you** against any amounts that **you** become legally liable to pay as compensation, including costs and expenses with **our** prior written consent, for **bodily injury** by accident happening to **your domestic employees**, occurring anywhere in the world during the **period of insurance**, other than as excluded under either this Section or the General Exclusions.

### Limit of Liability

**Our** liability for all damages payable for any one accident or series of accidents arising out of any one event shall not exceed £10,000,000 including all costs and expenses incurred with **our** prior written consent.

### Specific Exclusions

**We** will not indemnify **you** for any liability:

1. For **bodily injury** arising directly or indirectly out of any work **domestic employees** do for **you**, other than domestic or gardening duties.
2. For **bodily injury** arising directly or indirectly from any communicable disease or condition.
3. For fines, penalties or punitive or exemplary damages that are only intended to punish **you** or to make an example of **you**.
4. For **bodily injury** or damage to property arising out of **your** ownership, possession or use of:
  - i. any **land vehicle(s)** which are required to be registered for use on a public highway or where legislation states that the user must have motor liability insurance;
  - ii. any aircraft (included but not limited to model aircraft, gliders, hang-gliders, microlights and drones);
  - iii. any craft designed for use on water other than:
    - boats of less than 16 feet or 4.8 metres in length or motorised boats or vessels with an engine of 25 horsepower or less which **you** have owned, rented or borrowed for less than thirty (30) days
    - surfboards
    - sailboards
    - dinghies
- iv. any animal, other than cats, horses or dogs that are not designated as dangerous under the Dangerous Dogs Act 1991, the Dangerous Dogs Amendment 1997, the Dogs (Northern Ireland) Order 1983, the Dangerous Dogs (Northern Ireland) Order 1991, the Control of Dogs (Scotland) Act 2010 or any amending legislation; or
- v. any power operated lift (other than domestic stair lifts)
5. For **bodily injury** arising directly or indirectly from any communicable disease or condition.
6. Arising out of any criminal or violent act to another person or their property
7. Arising out of **your** ownership, occupation, possession or use of any land or building which is not within the **insured premises**

# Section Four – Liability to Others

## The Cover

Cover for Liability to Others applies only if it is shown as included in **your** policy **schedule**

This section indemnifies **you**:

1. As owner or occupier for any amounts **you** become legally liable to pay as damages in respect of:
  - a. **bodily injury** to any person; or
  - b. loss or damage to property

caused by an accident happening at the **insured premises** during the **period of insurance**, other than as excluded under this section or the general exclusions
2. As a private individual for any amounts **you** become legally liable to pay as damages in respect of:
  - a. bodily injury to any person; or
  - b. loss or damage to property

caused by an accident happening anywhere in the world during the **period of insurance**, other than as excluded under this section or the general exclusions

If only section one – **buildings** are insured, **your** legal liability as owner only but not as occupier is covered under part 1) above.

If only section two – **household contents, fine art and antiques** and **valuables** are **insured**, **your** legal liability as occupier only but not as owner is covered under parts 1) and 2) above.

If both section one – **buildings** and section two – **household contents, fine art and antiques** and **valuables** are **insured**, **your** legal liability as owner or occupier is covered under parts 1) and 2) above

## Limit of Liability

**Our** liability for all damages payable for any one accident or series of accidents arising out of any one event shall not exceed £10,000,000 plus all costs and expenses incurred with **our** prior written consent.

## Specific Conditions

1. All claims arising out of one incident shall be treated as one claim.
2. In the event of **your** death, **we** will treat **your** legal personal representatives as the **insured** in respect of liability incurred by **you**.

## Specific Extensions

### 1. Unrecovered Court Awards

**We** will pay for amounts **you** have been awarded by a court in the **United Kingdom** for **bodily injury** or damage to property and which still remain outstanding 3 months after the award has been made, provided that:

- a. part 2. above of this insurance would have indemnified **you** had the award been made against **you** rather than to **you**;
- b. there is no appeal pending; and
- c. **you** agree to allow **us** to enforce any right that **we** shall become entitled to upon making payment

**Our** liability for all damages payable under this extension shall not exceed £1,000,000 in any one **period of insurance**.

### Defective Premises Act

**We** will indemnify **you** for any amount **you** become legally liable to pay under Section 3 of the Defective Premises

Act 1972 or Article 5 of the Defective Premises (Northern Ireland) Order 1975 in connection with any **home** previously owned and occupied by **you**.

This extension will not indemnify **you** for:

- any liability if **you** are entitled to indemnity under any other insurance; or
- the cost of repairing any fault or alleged fault

### Specific Exclusions

**We** will not indemnify **you** for any liability:

1. For **bodily injury** to **you**, any person permanently residing with **you** in the home or any person who, at the time of sustaining such injury, is engaged in **your** service.
2. For damage to property owned by or in the charge or control of **you**, any person permanently residing with **you** in the home or any person engaged in **your** service. This exclusion does not apply in respect of damage to the **buildings** for which **you**, as tenant, are legally liable to the owner.
3. For **bodily injury** or damage to property arising out of **your** ownership, possession or use of:
  - i. any **land vehicle(s)** which are required to be registered for use on a public highway or where legislation states that the user must have motor liability insurance;

- ii. any aircraft (included but not limited to model aircraft, gliders, hang-gliders, microlights and drones);
  - iii. any craft designed for use on water other than:
    - boats of less than 16 feet or 4.8 metres in length or motorised boats or vessels with an engine of 25 horsepower or less which **you** have owned, rented or borrowed for less than thirty (30) days
    - surfboards
    - sailboards
    - dinghies
  - iv. any animal, other than cats, horses or dogs that are not designated as dangerous under the Dangerous Dogs Act 1991, the Dangerous Dogs Amendment 1997, the Dogs (Northern Ireland) Order 1983, the Dangerous Dogs (Northern Ireland) Order 1991, the Control of Dogs (Scotland) Act 2010 or any amending legislation; or
  - v. any power operated lift (other than domestic stair lifts)
5. For **bodily injury** arising directly or indirectly from any communicable disease or condition.
  6. For fines, penalties or punitive or exemplary damages that are only intended to punish **you** or to make an example of **you**.
  7. Arising out of any criminal or violent act to another person or their property
  8. Arising directly or indirectly out of any business, profession, occupation or employment, other than:
    - i. Use of the **home** as an office for non-manual work in connection with **your home** business
    - ii. Any unpaid occupation as a director or officer of a registered charity or other not for profit organization
    - iii. Voluntary work for a registered charity, religious or community group
  9. Which **you** have assumed under contract and which would not otherwise have attached
  10. Arising out of **your** ownership, occupation, possession or use of any land or building which is not within the **insured premises**
  11. If **you** are entitled to indemnity under any other insurance, including but not limited to any horse or travel insurance, until such insurance(s) is exhausted
  12. In respect of any kind of pollution and/or contamination unless it is:
    - i. Caused by a sudden, identified, unexpected and unforeseen accident which happens in its entirety at a specific moment of time during the **period of insurance** at the **insured premises** named in the **schedule**; and
    - ii. Reported to **us** not later than thirty (30) days from the end of the **period of insurance**

The most **we** will pay in total for all such claims covered in the **period of insurance** is £5,000,000 including costs and expenses

# Section Five – Home Emergency Insurance Policy

Thank **you** for choosing this policy.

**Your** policy provides assistance in the event of certain **home emergencies**, which impact the safety and security of **your home**, potentially rendering it uninhabitable.

This policy is suitable for someone who wishes to cover an **emergency** caused by specified events when they do not already have relevant insurance cover. It is not designed to replace **your** buildings and contents insurance and will not provide assistance for normal day to day **home** maintenance.

This policy provides assistance in the event of an **emergency** outlined in the table below.

Please call **us** as soon as **you** are aware of the **emergency**.

## Status Disclosure

This policy is provided on behalf of **your** broker, which is authorised and regulated by the Financial Conduct Authority.

This home emergency policy is provided by Arc Legal Assistance Limited, and the insurer is:

for policies starting up to and including 31st January 2025:  
AmTrust Europe Limited

for policies starting from and after 1st February 2025:  
AmTrust Specialty Limited.

Claims under this policy are handled by Arc Legal Assistance Limited.

**Your** policy is subject to English Law and **you** and **we** agree to submit to the non-exclusive jurisdiction of the English Courts if there is an unresolved dispute between **us**.

## Important Information

This document sets out the terms and conditions of **your** cover and it is important that **you** read it carefully. The amount of cover **you** hold is shown in the accompanying policy certificate.

If **we** make any changes to **your** policy cover, these will be confirmed to **you** separately in writing.

Each section of this document explains what is and is not covered. There are also General Exclusions that apply to all sections of the cover, and there are General Conditions that **you** must follow for the policy to cover **your** claim.

## How to make a claim

Please call **us** as soon as **you** are aware of the **emergency**.

**You** may not claim under a new policy for the first 14 days unless **you** are renewing an existing policy.

Are **you** having an **emergency** in relation to one or more of the following?

- Plumbing and Drainage.
- Failure of internal electrics.
- Security (i.e. glazing & locks).
- Pests.
- Gas supply pipe.
- Boiler & heating system.
- Roofing.

If so, to obtain assistance, contact the 24 hour **Emergency** Helpline on: 0333 234 8506

Please have as much information as possible to hand including **your** policy reference 10033/60097, to enable **us** to assist **you** as quickly as possible.

## What will happen next?

If **you** suffer an **emergency** at **your home**, **you** should tell **us** on the **emergency** telephone number. **We** will then:

- Advise **you** how to protect **yourself** and **your home** immediately;
- Validate **your** policy and arrange for one of **our authorised suppliers** to get in touch with **you** to make an appointment or to settle **your** claim on a **reimbursement basis**;
- **We**, along with **our authorised suppliers** under **our** delegated authority, will then manage **your** claim from that point onwards and keep **you** updated throughout **your** claim journey;
- **We** will organise and pay up to £1500 per claim including VAT, call out, labour, parts and materials to carry out an **emergency** repair;
- In the event of **your home** becoming uninhabitable and remaining so because of a covered event, **we** will contribute up to £200 inc VAT towards the cost of **your** (including **your** pets) accommodation including transport, on a **reimbursement basis**;
- Once **we** have carried out an **emergency repair** and contained the **emergency** for **you**, **we** would always recommend that **you** arrange for a **permanent repair** to be completed by a qualified tradesperson as soon as possible. In many cases the **emergency repair** will only provide a temporary solution to the problem.

Claims under this policy can only be made by **You**, **your** immediate family, lodger or anyone calling on **your** behalf.

If the **emergency repair** is going to cost more than the £1500 limit inclusive of VAT, **we** will require **you** to contribute the difference before **we** complete the **emergency repair**.

Subject to **our** prior agreement and on receipt of **your**

contractor's fully itemised and paid invoice, **we** would pay **you** up to £1500 inclusive of VAT as a contribution to a repair, which **you** arrange **yourself**, taking into account costs already reasonably incurred by **our authorised supplier**, for the initial visit. Any costs already incurred by **our authorised supplier** will be added to any costs incurred by **your** own contractor to determine whether the £1500 inclusive of VAT policy limit has been reached.

This will be in full and final settlement of **your** claim.

When **we** make a repair **we** will leave **your home** safe and habitable but **we** will not be responsible for reinstating it to its original condition, although **you** may find that this is covered under **your** buildings insurance.

In some circumstances **we** may find it difficult to deploy an **authorised supplier** to attend **your home** or deal with **your emergency** within a reasonable timescale. Examples of such circumstances are:

- Excessive demand
- Bad weather
- Industrial action
- Parts availability
- Availability of a specialist.

In these circumstances, **you** may, with **our** prior agreement, arrange for **your** own contractor to resolve **your emergency** and **we** will refund the cost of **your** contractor up to £1500 inclusive of VAT.

In this event **you** will need to provide a fully itemised invoice or receipt from **your** own contractor to support **your** claim for reimbursement. **We** will only reimburse the cost of the **emergency repair** applicable under the policy.

### Other Insurance

If **you** make a claim for any liability, loss or damage that is also covered by any other insurance policy, **we** will only pay **our** share of the claim.

### Getting our claims costs back

If **we** think someone else is at fault for a claim that **we** pay, **we** may follow up that claim in the name of anyone claiming cover under this policy to get back the payments that **we** make. Anyone making a claim under this policy must give **us** any help and information that **we** need.

### Parts Availability

The provision of parts is an important factor in providing emergency repairs. If our authorised supplier does not carry the spare parts needed on the day of **your** appointment, **we** will do all **we** reasonably can to find and install parts through **our approved suppliers**.

**We** may use new parts or parts that have been reconditioned by the manufacturer or approved third parties.

**We** may not replace parts on a like for like basis but

will provide an alternative suitable for containing the **emergency**. However, there may be times when replacement parts are delayed because of circumstances beyond **our** control. In these cases **we** will not be able to avoid delays in repair; **we** will keep **you** informed throughout **your** claim.

There may also be occasions where parts are no longer available. In these situations **we** will ensure **your home** is safe and if required, **we** will arrange for **you** to receive a quotation for a suitable replacement item at **your** cost.

### Meaning of Words

Wherever the following words and phrases appear in bold in this section they will always have the following meanings.

#### Authorised Supplier

A tradesperson authorised by **us** to assess **your** claim, and carry out repairs in **your home** under this policy and under **our** delegated authority.

#### Covered/Insured Events

**Emergency** to essential services in **your home** listed in the section below headed "What is covered"

#### Emergency Repairs

Work undertaken by an **authorised supplier** to resolve the **emergency** by completing a **temporary repair**.

#### Insured / You / Your

**You**, the policyholder, and /or any member of **your** immediate family normally living at **your home**.

#### United Kingdom

United Kingdom of Great Britain and Northern Ireland, including the Isle of Man and the Channel Islands, where it is more likely that **your** claim will be settled on a **reimbursement basis**.

#### Period of Insurance

One year from the start or renewal date shown on **your** policy certificate. If a mid-term adjustment has been made, the date on **your** new policy certificate.

#### Home

The house or flat shown on **your** policy certificate, its integral (built-in) garages all used for domestic purposes only in the United Kingdom. It does not include detached garages, sheds, greenhouses and other buildings.

#### Data Protection Legislation

The relevant **data protection legislation** in force in the **United Kingdom** at the time of the **insured events**.

#### Emergency

The result of a sudden and unforeseen incident at the **home** which immediately:

- a) Exposes **you** or a third party to a risk to **yours** or their health or;
- b) Creates a risk of loss of or damage to the **home** and/ or any of **your** belongings or;
- c) Renders the **home** uninhabitable.

### Temporary Repair

Repairs and/or work immediately required to stop further damage being caused by the **emergency**. **You** will need to replace this with a **permanent repair**.

### We / Us / Our

Arc Legal Assistance Ltd; who administer this product on behalf of the underwriter:

for policies starting up to and including 31st January 2025:  
AmTrust Europe Limited

for policies starting from and after 1st February 2025:  
AmTrust Specialty Limited

### Reimbursement Basis

Subject to **our** prior agreement and on receipt of the engineer / installer/ supplier/ authorised supplier's fully itemised invoice, **we** will pay **you** up to £1500 inclusive of VAT as a contribution to a repair which **you** will arrange **yourself**. This will be in full and final settlement of **your** claim.

### Trace and Access

Damage resulting from gaining necessary access to the **emergency** or reinstating the fabric of **your home**.

### Permanent Repair

Repairs and/or work required to put right the fault which caused the **emergency** on a permanent basis.

<b>What is covered:</b>	<b>What is not covered:</b>
<p><b>We</b> will only pay for the <b>emergency repair</b>.</p>	<p>There are conditions and exclusions, listed below, which limit the type and value of <b>emergency repairs you</b> can claim for.</p>
<p><b>We</b> will not pay for any damage caused by the <b>emergency</b>.</p>	<p>Please read them carefully to ensure this cover meets <b>your</b> needs. <b>We</b> do not wish <b>you</b> to discover after an <b>emergency</b> has occurred that it is not covered under the policy.</p>
<p>The emergencies listed below are covered under this policy:</p>	<p>The following incidents are <b>NOT</b> covered under this policy:</p>
<p><b>Plumbing</b></p>	
<p>An <b>emergency</b> relating to:</p>	<p>Any dripping tap/nozzle or any other part of the plumbing or drainage system where the water is safely escaping down a drain;</p>
<p>The internal hot and cold water pipes between the main internal stopcock and the internal taps;</p>	<p>Replacing external overflows, cylinders, hot and cold water storage tanks, radiators, immersion tanks and sanitary ware including sinks and basins.</p>
<p>The cold water storage tank;</p>	<p>Burst or leaking flexible hoses along with breakdown, leak or damage to domestic appliances such as dishwashers and washing machines;</p>
<p>Flushing mechanism of a toilet;</p>	<p>Septic tanks, swimming pools and hot tubs;</p>
<p>A leak from:</p>	<p>Repair to, or replacement of, all pipe work outside the <b>home</b>;</p>
<ul style="list-style-type: none"> <li>• <b>Your</b> toilet;</li> </ul>	<p>Dealing with temporarily frozen pipes;</p>
<ul style="list-style-type: none"> <li>• Pipes leading to and from the shower or bath;</li> </ul>	<p>Damage resulting from gaining necessary access to the <b>emergency</b> or reinstating the fabric of <b>your home</b>. Otherwise known as <b>trace and access</b>.</p>
<ul style="list-style-type: none"> <li>• Internal section of the overflow pipe;</li> </ul>	
<ul style="list-style-type: none"> <li>• Central heating water pipes.</li> </ul>	

## Drainage

An **emergency** relating to the blockage of, or damage to the waste pipes causing a blockage or a waste water leak.

The below is a list of **emergencies** that **you** would be covered for:

Blocked sinks, blocked or leaking waste pipes, along with rainwater drains;

Blocked bath, toilets or external drainage. **You** will still be covered if **you** do have another working toilet or bathing facility;

Blocked or leaking soil vent pipes, provided **you** are solely responsible for this.

Repairs to drains that are the responsibility of the local water authority (even if they are within the boundaries of the **home**);

Repairing, replacing manholes, soakaways, septic tanks (clearing or emptying), cesspits, treatment plants and their outflow pipes, guttering and downpipes;

Regularly cleaning **your** drains and any descaling of **your** drains;

Removing, replacing or repairing any part of the drain which is damaged but does not result in the total blockage of the drain;

Repairing or unblocking drains which are used for commercial purposes;

Making access to drain systems points of entry (such as manhole covers) if these have been built over;

Drain clearance due to installation faults or misuse of drains such as flushing baby wipes down the drain, grease or cooking oil;

Damage resulting from gaining necessary access to the **emergency** or reinstating the fabric of **your home**. Otherwise known as **trace and access**.

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**What is covered:****Failure of Internal Electrics**

Failure of **your** electrics rendering **your home** uninhabitable. For example: failed wiring to immersion heaters/boilers/ bathroom lights.

**Security Windows**

Broken and cracked windows which result in the **home** not being secure.

**We** will undertake an emergency repair using boarding or similar material to resolve the immediate security risk.

**Keys and Locks**

Gaining access to, or securing **your home** through an external door where **you** have no alternative due to:

- lost or damaged keys;
- stolen keys;
- failure of the external locking mechanism to the door;

Damage to locks on external doors or windows caused by vandalism, theft or attempted theft where **you** are unable to secure **your home**;

Replacement of a single set of keys (if this is the only alternative to resolve the emergency).

**Pests**

Removal of rats, mice, wasps and hornets, where evidence of infestation in **your home** has been found.

**Internal Gas Pipes**

A leak from the internal gas supply pipe in **your home** between the meter and a gas appliance. **We** will repair or replace the section of pipe, following the isolation of the gas supply by the National gas **emergency** Service.

If **you think you have a gas leak, you should immediately call the National Gas Emergency Service on 0800 111 999.**

**What is not covered:**

Failure of burglar/fire alarm systems, CCTV surveillance or swimming pools and their plumbing or filtration systems. Also shower units, replacement of light bulbs and fuses in plugs;

Repair to, or replacement of, electrical appliances such as cookers, all electrical wiring and infrastructure outside the **home**.

**Windows, Keys and Locks**

Fences, outbuildings and detached garages: damage to windows, doors or locks;

Double glazing where one pane is broken but the other is intact and the **home** is therefore secure.

Pests found outside **your home**, such as in detached garages and outbuildings.

Restoration of gas supply is not included. Please contact **your** Utility Company who will be able to arrange this for **you**;

Corrosion of the gas supply pipe due to natural wear and tear or methods used to conceal the pipe work, such as under a concrete floor, without adequate protection;

Damage resulting from gaining necessary access to the **emergency** or reinstating the fabric of **your home**. Otherwise known as **trace and access**.

**What is covered:**

**Boiler and Heating System**

Complete/partial/intermittent failure or breakdown of **your** primary heating/hot water system, resulting in no hot water and/or heating.

**We** will also cover **you** for:

- A loss of water pressure within a boiler due to a fault;
- A water leak from the boiler/heating system.

Included:

Domestic gas boiler within **your home**, the output of which does not exceed 60Kw/hr. This also includes boiler isolating valve, along with all manufacturer’s fitted components within the boiler – together with the pump, motorised valves, thermostat, radiator, timer, temperature pressure controls and the primary flue;

Claims related to other forms of primary heating, such as renewable technologies in **your home** or fuels used such as oil, LPG, solid fuel, electric boilers and solar, may be settled on a reimbursement basis if an authorised contractor is not available at the time in **your** local area;

**What is not covered:**

Commercial boilers or heating systems with an output of over 60kW/hr;

Any heating system which is not wholly situated within **your home** or is shared with neighbouring dwellings;

Descaling and any work arising from hard water scale deposits (including power flushing) or from damage caused by hard water or sludge resulting from corrosion. Signs that work is needed may include a noisy boiler, sludged up pipes or poor circulation;

Thermostatic valves;

Replacement of any equipment added to the standard heating system such as a Magnaclean or similar device;

Adjustments to the timing and temperature controls, or replacement of controls which can be manually operated safely, including relighting the pilot light/flame;

Any costs for the repair of **your** heating system which is covered by a manufacturer, supplier, installer or repairer guarantee or warranty;

Boilers which are still working, but **you** suspect may be about to break down (e.g. where a noise has developed) or where the fault is not apparent to **our** authorised contractor;

Any routine maintenance, cleaning and servicing, as well as repairs that require a power flush of **your** boiler or main heating system;

Any repair or replacement of under floor heating systems, warm air units, air or ground source heat pumps.

**Boiler and Heating System – Beyond Economical Repair**

If in the opinion of **our authorised contractor**, **we** are unable to repair **your** boiler/hot water system, **we** will pay **you** £250 towards buying a replacement boiler or heating system. This can be claimed on a reimbursement basis within 90 days of **our** attendance at **your** home;

If **we** are unable to repair **your** boiler/hot water system and **you** choose to not replace it, cover under this section will no longer apply.

Any fault arising due to sludge/scale/rust/ debris within the primary heating system or damage caused by any other chemical composition of the water e.g. if **you** reside in a hard water area (as per the Local Water Authority);

Repair/replacement of convector heaters, inhibitors, water tanks, radiators, radiator valves and hot water cylinders;

Repair to, or replacement of, gas appliances such as cookers;

Any loss or damage resulting from a lack of proper maintenance, including that caused by or to a boiler or central heating system which has not been properly maintained in accordance with manufacturers’ instructions;

Repair or replacement of the flue due to wear and tear;

Any adaptations made to the property which do not comply with the regulations applicable at the time;

If **you** are a landlord, **we** would not be able to work on the boiler and/or heating system if **you** are unable to provide **us** with the most recent and valid CP12 document or Landlord Certificate.

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**What is covered:**

**What is not covered:**

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**Temporary Heating**

If **you** have no heating and a part needs to be ordered following the engineer's first visit, or if **we** are unable to repair the boiler/heating system, **you** have the option to either purchase heaters up to a value of £50 inc VAT on a **reimbursement basis**. These heaters are **yours** to keep.

Alternatively **we** can deliver two temporary heaters to **your home**.

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**Roofing**

Sudden or unforeseen roofing problems such as leaks or tiles blown off during a storm or bad weather.

**We** will undertake an **emergency repair** using a tarpaulin or similar material to resolve the immediate home emergency.

**We** will not replace tiles (unless this is the only way to contain the **emergency**)

Water ingress due to poor roof maintenance or wear and tear.

Damage caused to the **home** and/or contents as a result of water ingress.

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## General Exclusions

We will not cover the following:

1. A repair if **you** are aggressive towards **our authorised suppliers** or staff or impede or prevent access to **your home** at reasonable times to complete the repair;
2. Loss or damage arising from **emergencies** which were known to **you** before the start date of this policy;
3. Any loss where **you** did not contact **us** to arrange repairs;
4. Disconnection or failure of mains services by a utility company concerned or any equipment or services which are the responsibility of the utility company;
5. Any **emergency** in a **home** that has been unoccupied for more than 30 consecutive days;
6. Any defect, damage or breakdown caused by modification, negligence or misuse;
7. Any loss or damage arising as a consequence of war, invasion, act of foreign enemies, terrorism, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, coup, riot or civil disturbance; ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from combustion of nuclear fuel, the radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or its nuclear component;
8. Any loss or damage arising from structural problems as a result of any form of subsidence, bedding down of new structures, demolition, alterations to **your home** or the use of defective products;
9. Any repair costs which are covered by a manufacturer, supplier, installer or repairer guarantee or warranty;
10. This insurance does not cover normal day to day maintenance at **your home** that **you** should carry out. Nor does it pay for replacing items that wear out over a period of time or replacement of parts on a like for like basis where the replacement is necessary to resolve the immediate **emergency**;
11. If **you** have been advised of remedial work, which **you** cannot prove has been carried out by a recognised and competent contractor on their previous visits or by a recognised third party authority, such as **your** local water authority, utility company or boiler manufacturer.
12. No costs for repairs, parts or services are payable under this insurance unless **we** have been notified by **you** or a person calling on **your** behalf through the 24 hour claims helpline, and **we** have approved a contractor in advance;
13. Cost of **trace and access** to locate the source of the emergency;
14. Any boiler inspections or any other **emergency** repairs where asbestos may be disturbed;
15. The removal of asbestos;
16. Damage resulting from gaining necessary access to the **emergency** or reinstating the fabric of **your home**. Otherwise known as **trace and access**.
17. When **we** make a repair **we** will leave **your home** safe and habitable but **we** will not be responsible for reinstating it to its original condition;
18. Where Health and Safety regulations or a risk assessment that has been carried out, prevent **our authorised suppliers** being able to attend to the **emergency** or carry out work in **your home**;

## Renewal and Cancellation Rights Renewals

Before the end of **your** current **Home Emergency** policy, **we** will write to **you** to tell **you** about any changes to what is included in **your** agreement or any changes to **our** prices for the next year. Unless **you** tell **us** when **we** write to **you** that **you** do not want to renew, **we** will automatically renew **your** agreement for another year if **you** have chosen to pay by Direct Debit.

## Cancellation – Your Rights

If **you** find that this cover does not meet **your** needs, please contact **your** broker within 14 days of receiving this document and they will arrange for **us** to cancel this policy.

**You** will receive a full refund of **your** premium, provided **you** have not made any claims.

If **you** cancel the policy outside the 14 day period **you** will receive a refund of **your** premium proportionate to the amount of time left to run on the policy, provided **you** have not made any claims.

## Cancellation – Our Rights

**We** may cancel this policy by giving **you** at least 14 days written notice at **your** last known address for the following reasons;

- If **you** fail to make payment of premiums **we** will send **you** a reminder to do so. If **we** do not receive payment after two reminders **we** will cancel **your** policy with immediate effect and notify **you** in writing that such cancellation has taken place;
- If **you** refuse to allow **us** reasonable access to **your home** in order to provide the services **you** have asked for under this policy or if **you** fail to co-operate with **our** agents, representatives or authorised contractors.
- If **you** otherwise cease to comply with the terms and conditions of this policy.

**We** may cancel this policy without giving **you** prior notice if, by law, or other similar reasons **we** are unable to provide it.

If **we** exercise **our** rights to cancel the policy under this section, **we** will refund the premium paid proportionate to the remaining **period of insurance**, provided **you** have not made any claims. **We** reserve the right to refuse renewal of any individual policy.

**We** may cancel this policy with immediate effect if:

- **You** make or try to make a fraudulent claim under **your** policy;
- **You** are abusive or threatening towards **our** staff;
- **You** repeatedly or seriously break the terms of this policy.

**We** will continue to honour any claims made before cancellation.

### Fraud, Misrepresentation and Non-Disclosure

If **we** find that **you**, anybody insured by this policy or anyone acting for **you** has:

- Knowingly failed to answer questions correctly, or has misrepresented the answer to questions or any information given, or has manipulated any answers provided to online questions, and these answers would have affected the decision to provide **you** with cover, or the terms and conditions of cover or the premium required;
- Mised **us** in any way for the purpose of obtaining insurance, or obtaining more favourable terms, or obtaining a reduced premium or influencing **us** to accept a claim;
- Made a fraudulent or false claim in full or in part, misrepresented any answers to questions or any information given in order to influence **us** to accept a claim, exaggerated the amount of the claim or provided false or invalid documents in support of a claim; or
- Withdrawn a claim, had a claim refused or declined or had a policy cancelled or made void following an allegation or suggestion of fraud by **us** or another insurer;

**We** may:

- Cancel or void **your** policy and all other policies which **you** hold with **us** from the date of the fraud, misrepresentation or non-disclosure and retain any premium **you** have paid for the policy;
- Refuse to pay the whole of **your** claim if any part is in any way fraudulent, false or exaggerated and recover from **you** any costs **we** have incurred;
- Amend **your** policy details to record the correct information, collect any additional premium due and charge administration costs.

### Complaints Procedure

**We** will always aim to do **our** best. However there may be times when **you** are not happy with **our** services.

Write to **us**:  
Arc Legal Assistance Limited,  
PO Box 8921,  
Colchester,  
CO4 5NE

Email us at: [customerservice@arclegal.co.uk](mailto:customerservice@arclegal.co.uk)  
Call **us** on: 01206 615000

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 Services. This may also apply if **you** are insured in a business capacity. **You** may contact the Financial Ombudsman Services at:

The Financial Ombudsman Service  
Exchange Tower  
London  
E14 9SR

Tel: 0300 123 9 123  
Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

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.

### FSCS

**We** and AmTrust Europe Limited are covered by the Financial Services Compensation Scheme (FSCS). **You** may be entitled to compensation from the scheme, if **we** or AmTrust Europe Limited cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Most insurance contracts are covered for 90% of the claim. **You** can get more information about compensation scheme arrangements from the FSCS or visit [www.fscs.org.uk](http://www.fscs.org.uk)

## Privacy & Data Protection Notice

### AmTrust Europe Limited, AmTrust Specialty Limited, and Arc Legal Assistance Privacy and Data Protection Notice

#### Privacy and Data Protection Notice

(For the purpose of this Privacy and Data Protection Notice only, 'We' means Arc Legal Assistance and the **Insurer**)

#### Data Protection

We will keep **your** personal information safe and private. There are laws that protect **your** privacy and we follow them carefully. Under the laws, AmTrust Europe Ltd is the company responsible for handling **your** information (Data Controller). Here is a simple explanation of how we use **your** personal information. For more information visit AmTrust's website at <https://amtrustinternational.com/dpn> or Arc's website at [www.arclegal.co.uk](http://www.arclegal.co.uk)

#### What we do with your personal information

We might need to use the information we have about **you** for different reasons.

For example, we might need it:

- to run through our computerised system to decide if we can offer **you** this insurance.
- to help **you** if **you** have any queries or want to make a claim.
- to provide **you** with information, products or services if **you** ask us to.
- for research or statistics.

We will need it:

- to provide this insurance.
- to contact **you** to ask if **you** want to renew it.
- to protect both **you** and **us** against fraud and money laundering.
- to comply with the law and any regulations that apply.

There are some types of personal information that are extremely private/ sensitive and important such as information about **your** health or any criminal convictions **you** might have. We might need this kind of information to decide if we can offer **you** this insurance or to help **you** with a claim. We will only use this information for these specific reasons and in line with regulatory conditions.

We might need to share **your** information with other companies or people who provide a service to us, or to **you** on our behalf. They include companies that are part of our group, people we work with, insurance brokers, our agents, reinsurers, credit agencies, medical professionals, insurance reference bureaus, fraud detection agencies, regulatory authorities and anyone else we might need to share it with

by law. We will only share **your** information with them if we need to and if it is allowed by law.

Sometimes we might need to send **your** information to another country outside of the UK and the EEA (European Economic Area) so that it can be processed, (stored etc). We currently send it to the USA and Israel. We make sure that **your** information is always kept safely and treated in line with the law and this notice.

You can tell us if you do not want us to use **your** information for marketing. You can also ask us to provide **you** with the information we have about **you** and, if there are any mistakes or updates, **you** can ask us to correct them. You can also ask us to delete **your** information (although there are some things we cannot delete). You can also ask us to give **your** information to someone else involved in **your** insurance. If **you** think we did something wrong with **your** information, **you** can complain to the local data protection authority.

We will not keep **your** information longer than we need to. We will usually keep it for 10 years after **your** insurance ends unless we have to keep it longer for other business or regulatory reasons

If **you** have any questions about how we use **your** information, **you** can contact our Data Protection Officer. You can find their contact details on our website (<https://amtrustinternational.com/dpn>).

#### 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.

For policies starting up to and including 31st January 2025:

This policy is underwritten by AmTrust Europe Limited, Registered Office: 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. 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.

For policies starting from and after 1st February 2025:

This policy is underwritten by AmTrust Specialty Limited, Registered Office: Exchequer Court, 33 St Mary Axe, London EC3A 8AA, Registered Number: 1229676.

AmTrust Specialty Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority, financial services number: 202189. 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.

# Section Six – Family Legal Protection

## Cover

Family Legal Protection provides:

- Assistance Helplines including 24/7 Legal Advice
- Total Legal – Discounted legal services and online document templates
- Insurance for legal costs for certain types of disputes

## Assistance Helpline Services

### Legal and Tax Helpline

**You** can use the helpline service 24 hours a day, seven days a week to discuss any legal or taxation problem which happens in the United Kingdom, the Channel Islands and the Isle of Man, and during the **Period of Insurance**.

Simply telephone **0344 770 1040** and quote “**Pen MNW Home**”.

Telephone calls may be recorded and/or monitored for both **Your** and **Our** protection.

### Lifestyle Counselling Helpline & Online Support Service

This service can help with a range of problems from practical everyday matters to sensitive or emotional issues. **Our** specialists will help **You** deal with personal relationship problems, problems with colleagues in the workplace and other issues affecting **Your** general wellbeing.

Counsellors and information specialists are also trained to help **You** with practical problems like debt.

The helpline is complemented by a comprehensive online information and support service, through which **You** can access information and advice on a range of issues and problems which often impact on everyday life. Topics are diverse and include relationships, childcare issues, consumer issues, stress, health and fitness. Information is updated regularly by a team of experienced counsellors and information specialists.

**You** can access the Lifestyle Counselling Helpline on **0344 770 1036** or **You** can access the Online Support Service by visiting [www.arclegal.co.uk/carefirst](http://www.arclegal.co.uk/carefirst) where **You** will be required to enter a username and password which is available from **Your broker**.

### Domestic Helpline

Use the helpline following an emergency in the home for which a tradesman’s assistance is required.

The helpline will source and deploy an approved tradesman to **Your** home. **You** will be responsible for the tradesman’s charges. Where appropriate **We** may substitute deployment of a tradesman with the provision of technical advice over the telephone giving **You** the means to rectify the problem Yourself.

Simply telephone **0344 770 1041** and quote “**Pen MNW Home**”.

### Health and Medical Information Service

This telephone service provides information on general health issues, and non-diagnostic information on medical matters. Information can be given on a wide variety of topics and on resources that provide further support.

This helpline is open 24 hours a day, seven days a week.

Simply telephone **0344 770 1036** and quote “**Pen MNW Home**”.

### Veterinary Assistance

If **Your** pet is ill or injured, **We** will assist by giving **You** information on the organisations that hold details of vets in the local area. **We** will give **You** guidance to help **You** make an informed decision but **We** cannot recommend any particular individual or organisation

Simply telephone **0344 770 1036** and quote “**Pen MNW Home**”.

### Childcare Assistance

If **You** need help in finding a child minder, nanny or children’s nurse, **We** will assist by giving **You** information on the organisations that hold details of accredited specialists in these areas. **We** will give **You** guidance to help **You** make an informed decision but **We** cannot recommend any particular individual or organisation

Simply telephone **0344 770 1036** and quote “**Pen MNW Home**”.

### Home Assistance

If **You** need help in finding cleaning staff, au pairs and housekeepers, **We** will assist by giving **You** information on organisations that hold details of specialists in these areas. **We** will give **You** guidance to help **You** make an informed decision but **We** cannot recommend any particular individual or organisation

Simply telephone **0344 770 1036** and quote “**Pen MNW Home**”.

### Total Legal

**Your** policy provides **You** with the Total Legal package, which aims to address any legal issue **You** might have that is not covered under **Your** Family Legal Protection policy. The package provides the following benefits:

### Additional Legal Services

In this package **Our** aim is to provide a wide ranging insured legal service. Inevitably there are areas where it is not possible to insure legal costs in particular those which everybody at some time faces, but which are nevertheless often expensive and sometimes unexpected.

Examples are:-

- Legal costs arising from the sale or purchase of the home and re-mortgaging
- Divorce and child custody issues
- Wills and probate

To help **You** deal with these and other matters which may arise **We** are able to give **You** access to discounted legal services provided by **Us** in partnership with **Our** panel solicitors. **Our** panel solicitors are one of the country's leading law firms with expertise in all areas where assistance is likely to be required.

If **You** would like to make use of the service please contact the number above for an initial telephone consultation which will be provided at no cost to **You**. **Our** panel solicitors will give **You** a quotation for the likely cost of their representation and it will then be **Your** decision whether **You** appoint them to act for **You**.

### Legal Assistance Portal

As well as **Your** Legal Expenses cover, **You** can use **Our** online Legal Assistance Portal. This will give **You**:

- Online legal document templates that can help **You** with legal problems **You** have under **Your** cover such as consumer or property disputes.
- Access to **Our** 'Advice Tree' - **Our** legal encyclopaedia with guidance pages on areas of law under **Your** cover such as employment disputes or injury claims
- Legal Assistance Helpline Booking Service so that **You** can arrange for one of **Our** legal advisers to call **You**.
- Access to **Our** Online Claim System if **You** have spoken to a legal adviser and need to start a claim under **Your** cover
- Access to Online Chat if **You** need to speak to one of **Our** First Response agents for help or advice using any of **Our** services

**You** can find this service by visiting <http://legalassistportal.arclegal.co.uk> where **You** can register **Your** details and use this service.

### Terms of Cover

This insurance is managed and provided by Arc Legal Assistance Limited. The insurance parts of this section are underwritten by the **Insurer** and **We** act on their behalf.

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** happens. Where it is necessary to start court proceedings or a **Conflict of Interest** happens and **You** want to use a legal representative that **You** choose **Yourself**, **We** will not pay **Advisers' Costs** which are 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.

**Your** Family Legal Protection Costs as detailed under the separate sections of cover, less any **Excess** up to the **Maximum Amount Payable** where:-

- The **Insured Event** happens during the **Period of Insurance and within the Territorial Limits**
- and
- The **Legal Action** Takes place within the **Territorial Limits**

This insurance does not provide cover where something **You** do or fail to do negatively impacts **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 that apply to this section are given 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 higher chance of winning the case and achieving a positive outcome. A positive outcome includes, for example, recovering the amount of money at stake, enforcing a judgment 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** finds that there is not a 51% or higher chance of success then **We** may decline or stop giving 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 stop giving support for **Your** case.

#### Giving the Insurer all the important information

When the **Insurer** accepts **Your** application for this insurance, it relies on the information **You** give. **You** must take reasonable care to give full answers to the questions asked when **You** take out, or make changes to, **Your** policy. If the information provided by **You** is not complete and accurate **Your** cover might be affected and:

- the **Insurer** might cancel **Your** policy and refuse to pay any claim or
- the **Insurer** might not pay any claim in full.

**We** will write to **You** if the **Insurer**:

- intends to cancel **Your** policy; or
- needs to amend the terms of **Your** policy; or needs **You** to pay more for **Your** insurance.

If **You** become aware that information **You** have given is incomplete or inaccurate, **You** must tell **Us**.

### Freedom of Choice

**You** can choose **Your** own **Adviser** to act for **You** when it is likely that court proceedings might need to be started. If **You** do this, **We** will only pay **Standard Advisers' Costs** up to the **Maximum Amount Payable** (which **We** have the right to change from time to time).

### Definitions

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**, (provided **We** agree), where it is necessary to start court proceedings or a **Conflict of Interest** arises, another legal representative chosen by **You**.

#### Advisers' Costs

Legal or accountancy fees and disbursements paid 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.

#### Costs

Standard Advisers' Costs and Adverse Costs.

#### 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.

#### Daily Rate

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

- 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
- If **You** are self-employed, the monthly average of the income **You** declared to the Inland Revenue for the previous tax year

### 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**.

### 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 as stated below:-

Property Infringement section: £250

All other sections £Nil

The **Excess** will be paid to and at the request of the **Adviser**.

### 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.

### Insurer

For policies incepting up to the 31st January 2025:  
AmTrust Europe Limited

For policies incepting from the 1st February 2025:  
AmTrust Specialty Limited

### Legal Action(s)

- The pursuit or defence of civil legal cases for damages and/or injunctions, specific performance or;
- The defence of criminal prosecutions to do with **Your** employment

### 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

**We** will pay up to £100 per hour plus VAT up to a maximum amount payable in respect of an **Insured Event** as stated below:

**Social Media Defamation:** £25,000

**All other sections of cover:** £150,000

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.

**Period of Insurance**

This insurance provides cover for the same period covered by the insurance product or benefit to which it sits alongside. To be clear, 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 as defined in the **Maximum Amount Payable** and may, if **We** wish, vary from time to time.

**Standard Basis of Assessment**

The way in which the costs of legal proceedings are assessed where the court only allows amounts that are in proportion to the subject matter being disputed. The court will decide whether or not the costs were reasonable for the party having to pay the costs.

**Territorial Limits**

**Personal Injury:** Worldwide

**Contract Pursuit and Defence:** The United Kingdom, the European Union, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.

**All other sections:** 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.

**Cover**

**Cover Consumer Pursuit**

**What is insured**

**Costs** to pursue a **Legal Action**, resulting from an **Insured Event**, 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 £100 plus VAT
- b. Where the breach of contract occurred before **You** purchased this insurance

- c. For or related to professional negligence
- d. Involving a vehicle owned by **You** or which **You** are legally responsible for
- e. Resulting from a dispute with any government, public or local authority
- f. Resulting from the purchase or sale of **Your** main home
- g. Relating to a lease tenancy or licence to use property or land
- h. 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
- i. Relating to a dispute with any financial services supplier arising from the sale or performance of products and services offered or provided to **You**
- j. Directly or indirectly arising from planning law
- k. 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**, resulting from an **Insured Event**, 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**

- a. Where the amount in dispute is below £100 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. Resulting from a dispute with any government, public or local authority
- e. Resulting from the sale or purchase of **Your** main home
- f. Relating to a lease tenancy or licence to use property or land

**Personal Injury**

**What is insured**

**Costs** to pursue a **Legal Action**, resulting from an **Insured Event**, 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

- a. Resulting from medical or clinical treatment, advice, assistance or care
- b. For stress, psychological or emotional injury unless it arises from **You** suffering physical injury
- c. For illness, personal injury or death caused gradually and not caused by a specific sudden event

#### Clinical Negligence

##### What is insured

**Costs** to pursue a **Legal Action**, resulting from an **Insured Event**, 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**, resulting from an **Insured Event**, 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**:-

- a. Contract of Employment; or
- b. legal rights under employment laws.

#### What is not insured:- Claims

- a. 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

- b. 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)
- c. 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
- d. Where the breach is alleged to have commenced or to have continued after termination of **Your** employment
- e. For an allegation of less favourable treatment between men and women in terms of pay and conditions of employment

#### Property Infringement

##### What is insured:-

**Costs** to pursue a **Legal Action**, resulting from an **Insured Event**, for nuisance or trespass against the person or organisation infringing **Your** legal rights in relation to **Your** main home.

#### What is not insured:- Claims

- a. 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
- b. In respect of works undertaken or to be undertaken by or under the order of any government or public or local authority
- c. For adverse possession
- d. In respect of a contract **You** have entered into
- e. Directly or indirectly arising from planning law
- f. Directly or indirectly arising from constructing buildings or altering their structure for **Your** use
- g. Directly or indirectly arising from:
  - i. Subsidence meaning downward movement of the ground beneath buildings where the movement is unconnected with the weight of the building
  - ii. Heave meaning the upward or sideways movement of the site on which buildings are situated caused by swelling of the ground
  - iii. Land slip meaning downward movement of sloping ground
  - iv. Mining or quarrying

## Property Damage

### What is insured

**Costs** to pursue a **Legal Action**, resulting from an **Insured Event**, for damages against a person or organisation that causes physical damage to **Your** main home. The damage must have been caused after **You** first purchased this insurance.

### What is not insured:- Claims

- a. Where the amount in dispute is below £100 plus VAT
- b. In respect of works undertaken or to be undertaken by or under the order of any government or public or local authority
- c. In respect of a contract **You** have entered into
- d. Directly or indirectly arising from planning law
- e. Directly or indirectly arising from constructing buildings or altering their structure for **Your** use
- f. Directly or indirectly arising from:
  - i. Subsidence meaning downward movement of the ground beneath buildings where the movement is unconnected with the weight of the building
  - ii. Heave meaning the upward or sideways movement of the site on which buildings are situated caused by swelling of the ground
  - iii. Land slip meaning downward movement of sloping ground
  - iv. Mining or quarrying

## Property Sale and Purchase

### What is insured

**Costs** to pursue or defend a **Legal Action**, resulting from an **Insured Event**, 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. For and/or in any way related to professional negligence
- c. Where the amount in dispute is below £250 plus VAT
- d. Directly or indirectly arising from planning law
- e. Directly or indirectly arising from constructing buildings or altering buildings for **Your** use

## Tax

### What is insured

**Standard Advisers' Costs**, resulting from an **Insured Event**, incurred by an accountant if **You** are subject to an **HM Revenue and Customs Full Enquiry** into **Your** personal Income Tax position, provided that 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 giving notice of intention to investigate.

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)

## Personal Identity Fraud

### What is insured

**Costs** to pursue actions in the **Territorial Limits** relating to a single act, or the start of a series of single acts, against **You** by one person or group of people:

- 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 in to 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**, resulting from an **Insured Event**, 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**, resulting from an **Insured Event**, 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

Payment will be made where **You** need to attend jury service arising during the **Period of Insurance**. At the end of the period of jury service, **You** can submit a claim for:

a **Daily Rate** for each whole day of attendance for the duration **You** are off work attending jury service, providing these costs are not recoverable from **Your** employer or the court.

50% of the **Daily Rate** for each additional half day **You** are off work 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. The Insured Event started before this policy began
  - b. **You** do not have the relevant section of cover in place
  - c. **You** should have known when buying this insurance that the circumstances leading to a claim under this insurance already existed
  - d. An estimate of **Advisers' Costs** of acting for **You** is more than the amount in dispute
  - e. **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
  - f. **Your** insurers refuse to accept this insurance policy as valid 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 a group claim or will be affected 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. Contract (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.

#### 5. Sanction Limitation and Exclusion Clause

The **Insurer** will not cover or be liable to pay any claim or provide any benefit under this section of **Your** insurance if doing so would expose it to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

#### 6. Cyber Attack Exclusion

The **Insurer** will not pay for any loss, damage, liability or expense directly or indirectly caused by or contributed to, or arising from, the use or operation, as a means for inflicting harm, of any computer, computer system, computer software programme malicious code, Computer Virus or process or any other electronic system. This exclusion applies unless cover for Costs is specifically allowed for in the Sections of Cover above.

## 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.
- c. Please note that **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 available on request.
- d. 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** might 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.
- e. In the event of a dispute arising as to **Advisers' Costs We** may require **You** to change **Adviser**.
- f. 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.

- g. **You** will supply all information requested by the **Adviser** and **Us**.
- h. **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**.
- i. **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. 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.

## 5. Fraud

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

- a. Will not be liable to pay the fraudulent claim
- b. Might recover any sums paid to **You** in respect of the fraudulent claim
- c. Might 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.

## 6. Cancellation

Your **right to cancel**:

This cover is provided automatically as part of **Your** main insurance contract and cannot be cancelled in isolation. For details on how to cancel **Your** main insurance contract please contact **Your** insurance adviser.

The **Insurer's** right to cancel

The **Insurer** can cancel the insurance by giving 14 days' notice in writing to **You** at the address shown on the schedule, or alternative address given by **You**. **You** will be entitled to a refund of premium proportionate to the unexpired term of this insurance if **You** have not made, and do not intend to make, a claim

The **Insurer** 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.

## 7. 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.

## 8. English Law and Language

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

## 9. 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

(For the purpose of this Privacy and Data Protection Notice only, 'We' means Arc Legal Assistance and the Insurer)

#### Data Protection

We will keep **Your** personal information safe and private. There are laws that protect **Your** privacy and We follow them carefully. Under the laws, the Insurer is the company responsible for handling **Your** information (Data Controller). Here is a simple explanation of how We use **Your** personal information. For more information visit the Insurer's website at <https://amtrustinternational.com> or Arc's website at [www.arclegal.co.uk](http://www.arclegal.co.uk)

#### What we do with your personal information

We might need to use the information We have about **You** for different reasons.

For example, We might need it:

- to run through **Our** computerised system to decide if We can offer **You** this insurance.
- to help **You** if **You** have any queries or want to make a claim.
- to give **You** information, products or services if **You** ask **Us** to.
- for research or statistics.

We will need it:

- to provide this insurance.
- to contact **You** to ask if **You** want to renew it.
- to protect both **You** and **Us** against fraud and money laundering.
- to comply with the law and any regulations that apply.

There are some types of personal information that are extremely private/ sensitive and important such as information about **your** health or any criminal convictions **You** might have. We might need this kind of information to decide if We can offer **You** this insurance or to help **You** with a claim. We will only use this information for these specific reasons and in line with regulatory conditions.

We might need to share **Your** information with other companies or people who provide a service to **Us**, or to **You** on **Our** behalf. They include companies that are part of **Our** group, people We work with, insurance brokers, **Our** agents, reinsurers, credit agencies, medical professionals, insurance reference bureaus, fraud detection agencies, regulatory authorities and anyone else We might need to share it with by law. We will only share **Your** information with them if We need to and if it is allowed by law.

Sometimes We might need to send **Your** information to another country outside of the UK and the EEA (European Economic Area) so that it can be processed, (stored etc). We currently send it to the USA and Israel. We make sure that **Your** information is always kept safely and treated in line with the law and this notice.

**You** can tell **Us** if **You** do not want us to use **Your** information for marketing. **You** can also ask **Us** to give **You** the information We have about **You** and, if there are any mistakes or updates, **You** can ask **Us** to correct them. **You** can also ask **Us** to delete **Your** information (although there are some things We cannot delete). **You** can also ask **Us** to give **your** information to someone else involved in **Your** insurance. If **You** think We did something wrong with **Your** information, **You** can complain to the local data protection authority.

We will not keep **your** information longer than We need to. We will usually keep it for 10 years after **Your** insurance ends unless We have to keep it longer for other business or regulatory reasons.

If **You** have any questions about how We use **Your** information, **You** can contact **Our** Data Protection Officer.

### 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:-**

Arc Legal Assistance Ltd  
 PO Box 8921  
 Colchester  
 CO4 5YD

Tel: 01206 615000

Email: [customerservice@arclegal.co.uk](mailto:customerservice@arclegal.co.uk)

**The Financial Ombudsman Service contact details are:-**

Financial Ombudsman Service  
 Exchange Tower  
 London E14 9SR

Tel: 08000 234 567

Email: [complaint.info@financial-ombudsman.org.uk](mailto:complaint.info@financial-ombudsman.org.uk)

**Compensation**

The **Insurer** is covered by the Financial Services Compensation Scheme (FSCS). If the **Insurer** fails to carry out their 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.

For policies incepting up to the 31st January 2025:

This policy is underwritten by AmTrust Europe Limited, Registered Office: 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).

For policies incepting from the 1st February 2025:

This cover is underwritten by AmTrust Specialty Limited, Registered Office: Exchequer Court, 33 St Mary Axe, London EC3A 8AA, Registered Number: 1229676.

AmTrust Specialty 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).

