

Title	Privacy Statement
Date Created	16th May 2018
Approved By	Neil Kimber
Summary	This document outlines Highhouse Insurances' Privacy Statement
Reference	GDPR
Version	16 <sup>th</sup> May 2018

## **Introduction**

Highhouse Insurance Services Limited are Insurance Intermediaries specialising in Property, Business and Travel Insurance the company was established in 2005. Highhouse place insurance into various Insurance Markets on behalf of Consumer and Commercial customers.

Your details that are held on our records are provided by you in order that we can use such information for the provision of quotations and Insurance cover.

We do not hold any information that is not necessary for the evaluation and the setting of Insurance premiums on your behalf.

We use a variety of data security measures intended to ensure the confidentiality, integrity of personal information and compliance with all data legislation including the General Data Protection Regulations.

Highhouse Insurance Services Limited is a "data processor"

Highhouse Insurance Services Limited does not share personal data outside of returning to the "data controller".

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove personal data that you think is incorrect.

Highhouse Insurance Services Limited recognises an individual's right to ask to see the information which it holds about the individual and why. If you want to see the information it holds about you then you must ask for the information in writing and give your full name and address.

You should send your request to:

Highhouse Insurance Services Limited  
101 High Street,  
Selsey  
West Sussex  
PO20 0QL

We aim to comply with requests for access to personal data as quickly as possible. We will ensure that we deal with requests within 40 days of receipt unless there is a good reason for delay. We are required to inform the "data controller" of the request. If we are made aware of any likely delays we will notify the requestor as soon as possible.