

d2 Corporate Solutions – Privacy Notice

Introduction

d2 Corporate Solutions Ltd respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

d2 Corporate Solutions Ltd may use personal information provided by you either with your consent or on the basis of the following:

1. **Contract:** the processing is necessary for a contract we have with you
2. **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations)
3. **Legitimate interests:** the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Except as provided under these terms, d2 Corporate Solutions Ltd will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which d2 Corporate Solutions Ltd holds about you. If you become aware that any personal information d2 Corporate Solutions Ltd holds about you is inaccurate, you have the right to request that it is amended or removed. Any requests in this respect or any other correspondence relating to this notice should be made to Headoffice@d2cs.com

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

The Supervisory authority in the UK & NI is the Information Commissioners Office (ICO). Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO.

How information about you will be used

d2 Corporate Solutions Ltd collects information about you. This is:

1. For the purpose of providing insurance quotations
2. To administer existing insurance policies
3. To handle claims on your behalf
4. To arrange credit agreements where requested.

Marketing

Here at d2 Corporate Solutions we take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would also like to contact you with details of other relevant insurance products and services suitable to your needs and important industry updates. If you consent to us contacting you for this purpose please email us at headoffice@d2cs.com

Remember, if you have previously consented to marketing you can opt out at a later date by emailing us at headoffice@d2cs.com and we will immediately withdraw your details from our marketing list.

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Sharing information

The below table provides information as to what information we hold on you and who we may share it with:

Type of information	Who it is shared with	Legal basis for processing this information
Personal details (name and address, email address, phone number, date of birth)	<p>Internally shared with: All staff who require access to administer your account</p> <p>Externally shared with: Insurers, other brokers and agents. Full details can be provided on request. Close Premium Finance, our credit provider.</p>	<p>Contract and/or Legitimate Interest: To provide insurance quotations and policies</p> <p>Contract and/or Legitimate Interest: To obtain insurance quotations and policies</p>
Financial Information (wages, turnover, gross profit)	<p>Internally shared with: All staff who require access to administer your account</p> <p>Externally shared with: Insurers, other brokers and agents. Full details can be provided on request. Close Premium Finance, our credit provider.</p>	<p>Contract and/or Legitimate Interest: To provide insurance quotations and policies</p> <p>Contract and/or Legitimate Interest: To obtain insurance quotations and policies</p>
Bank Details	<p>Internally shared with: All staff who require access to administer your account</p> <p>Externally shared with: Any credit providers as agreed by you.</p>	<p>Contract and/or Legitimate Interest: To provide finance facilities</p> <p>Contract and/or Legitimate Interest: To provide finance facilities</p>
Copies of Driving Licenses	<p>Internally shared with: All staff who require access to administer your account</p> <p>Externally shared with: Insurers, other brokers and agents when requesting vehicle insurance</p>	<p>Contract and/or Legitimate Interest: To provide insurance quotations and policies</p> <p>Contract and/or Legitimate Interest: To obtain insurance quotations and policies</p>
Claims Information	<p>Internally shared with: All staff who require access to administer your account</p> <p>Externally shared with: Insurers, other brokers and agents when requesting quotations. Your Insurers may also add details to a register of claims which is shared with other insurers to prevent fraudulent claims.</p>	<p>Contract and/or Legitimate Interest: To provide insurance quotations and policies and administer claims on your behalf</p> <p>Contract and/or Legitimate Interest: To provide insurance quotations and policies and administer claims on your behalf</p>

Retention Period

We will retain your data for the life of your policies and thereafter for so long as is deemed necessary with regards to legal requirements and claims information.