

Privacy Statement

Introduction

07/09/2018

Quick Quotes Ltd t/a Landmark Insurance, QuickQuotes.ie and LandlordCover.ie is committed to protecting and respecting your privacy. We wish to be transparent on how we process your data and show you that we are accountable with the GDPR in relation to not only processing your data but ensuring you understand your rights as a client.

It is the intention of this privacy statement to explain to you the information practices of Quick Quotes Ltd in relation to the information we collect about you.

For the purposes of the GDPR the data controller is:

- Quick Quotes Ltd
- Contact details of Quick Quotes Ltd – gdprowner@quickquotes.ie
- When we refer to 'we' it is Quick Quotes Ltd

Please read this Statement carefully as this sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Who are we?

Quick Quotes Ltd t/a Landmark Insurance, Quick Quotes.ie and LandlordCover.ie of Unit 4, Block 5 Port Tunnel Business Park, Clonshaugh, Dublin 17, and also at 261 Crumlin Road, Dublin 12, is an Insurance Intermediary. The company is regulated by the Central Bank of Ireland and is subject to the Consumer Protection Code which offers protection to consumers. You can find the Consumer Protection code at www.centralbank.ie. They also contain details of the regulatory and statutory obligations and the respective duties of both the firm and you in relation to such services. Our Central Bank of Ireland No. is C45715. Quick Quotes Ltd is registered as an intermediary under the European Communities (Insurance Mediation) Regulations 2005 (IMD). The registrar for intermediaries can be found at www.centralbank.ie

Services

We offer a wide range of services and offer broad based advice on a fair analysis basis. The Company does not have a tied relationship with any institution that would compromise our ability to offer you independent advice and choice. We research the products on your behalf with the Product Producers (Insurers) with whom we hold appointments but we do not guarantee and expressly disclaim responsibility for the financial security of Product Producers (Insurers).

We will identify and select suitable products on a fair analysis basis from the Product Producers (Insurers) and on receipt of your instructions we will transmit orders on your behalf to one or more Product Producers (Insurers) a list of which is available on request. This process applies to all classes



of insurance policies with the exception of Schemes which are arranged with various Product Producers (Insurers).

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- Name: Mark Pringle
- Email address: gdprowner@quickquotes.ie
- Phone number: 01 8022201

Purpose for processing your data

Personal Information we collect

We collect personal information from you when you seek a quote for one of the products which we offer. Depending on the product for which you are seeking a quote, it may be necessary for us to collect sensitive data (such as criminal convictions) relating to you and others named on the insurance policy. It is your responsibility to obtain consent from the other people named on your policy before sharing their sensitive information with us.

Use of your Personal Information

We take great care with the information provided; taking steps to keep it secure and to ensure it is used only for legitimate purposes. We use your personal information to process applications and obtain quotes for the products which we offer.

We may also use your personal information, with your consent, to send you information on products we offer which may be of interest to you.

Sharing of your Personal Information

We do not share your personal information with any third party except as necessary to provide services and to fulfil legal and regulatory obligations. Third parties would include Insurers/Providers from whom we would seek quotations to provide you with best possible terms.

Protection and Security of your Personal Information

We take the security of your personal information seriously. We have taken all reasonable steps, including appropriate security and technical measures, to protect your data. However, the nature of the Internet is such that we cannot guarantee or warrant the security of any information you transmit to us via the Internet, and you acknowledge this in your access and use of the internet.

We train our employees with access to your information that it is to be used only in adherence with our Privacy Statement and the Data Protection laws applicable. Employees who contravene this will be subject to disciplinary action.

Why we are processing your data? Our legal basis

In order for us to provide you with quotations, Quick Quotes Ltd need to collect personal data. Our reason (lawful reason) for processing your data under the GDPR is: to process applications and obtain quotes for the products which we offer.

To use your information lawfully, we rely on one or more of the following legal bases:

- your consent;
- performance of a contract;
- legal obligation (e.g. "Minimum Competency Code", "Fitness & Probity", TCA 1997);
- protecting the vital interests of you or others;
- public interest; and
- our legitimate interests or the legitimate interests of a third party (e.g. your employer).

How will we use the personal data it collects about me?

We will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary.

Special Categories of personal data

If we collect any special categories of personal data (e.g. health, religious beliefs, racial, ethnic origin – financial information is not classified as special categories of personal data) – we will ensure the below:

- we will obtain your explicit consent

We may pass your personal data on to third-party service providers contracted to Quick Quotes Ltd in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfill the service they provide on your behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Quick Quotes Ltd procedures.

If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your explicit consent, unless we are legally required to do otherwise.

We have issued all our third party processors with a Data Processor checklist asking them GDPR specific questions.

If we transfer personal data to a third party or outside the EU we as the data controller will ensure the recipient (processor or another controller) has provided the appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for you the data subject are available.

Data Subject Rights

We facilitate you, our clients, rights in line with our data protection policy and the subject access request procedure. This is available on request.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- **Right of access** – you have the right to request a copy of the information that we hold about you.
- **Right of rectification** – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- **Right to be forgotten** – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- **Right to restriction of processing** – where certain conditions apply to have a right to restrict the processing.
- **Right of portability** – you have the right to have the data we hold about you transferred to another organisation.
- **Right to object** – you have the right to object to certain types of processing such as direct marketing.
- **Right to object to automated processing, including profiling** – you also have the right to be subject to the legal effects of automated processing or profiling.
- **Right to judicial review:** in the event that Organisation Name refuses your request under rights of access, we will provide you with a reason as to why.

When you contact us to ask about your information, we may ask you to identify yourself. This is to help protect your information. Once we are satisfied that we have effectively verified your identity, we will respond to the majority of requests without undue delay and within a one month period (i.e. 30 calendar days) of receipt of the request. We will action your request to have your personal information corrected within 10 calendar days. These periods may be extended in exceptional circumstances and we will inform you where the extended period applies to you along with an explanation.

Additional information we are providing you with to ensure we are transparent and fair with our processing

Retention of your personal data

How long we hold your information depends on the nature of the information and the purposes for which it is processed. We determine appropriate retention periods which meet our academic, legal and regulatory obligations.

We hold your information while you are a member, student or designate and for a period of time after that. We do not hold it for longer than necessary. If the purpose for which the information was obtained has ceased and the personal information is no longer required, the personal data will be deleted.

How we keep your data safe

We use technical and organisational measures to protect your personal information from unauthorised access, to maintain data accuracy and to help ensure the appropriate use of your personal information. These security measures include encryption of your personal information, firewalls, intrusion detection systems, 24/7 physical protection of facilities where your personal information is stored, background checks for personnel that access physical facilities, and strong security procedures across all service operations. We use strong encryption algorithms for the transmission and storage of your information. When you contact us to ask about your information, we may ask you to identify yourself. This is to help protect your information.

Complaints

If you have a complaint about the use of your personal information, please let a member of staff know, giving them the opportunity to correct things as quickly as possible. If you wish to make a complaint you may do so in writing and by email gdowner@quickquotes.ie. Please be assured that all complaints received will be fully investigated. We ask that you supply as much information as possible to help our staff resolve your complaint quickly. You may also contact the Data Protection Commission in Ireland to lodge a complaint (details below).

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Data Protection Commission
Canal House
Station Road
Portarlinton
Co. Laois, R32 AP23
Phone: + 353 57 868 4800 / + 353 761 104 800
Fax: + 353 57 868 4757
Web: www.dataprotection.ie
Email: info@dataprotection.ie

Failure to provide further information

If we are collecting your data for a contract and you cannot provide this data the consequences of this could mean the contract cannot be completed or details are incorrect.

Additional Processing

If we intend to further process your personal data for a purpose other than for which the data was collected, we will provide this information prior to processing this data.

Contact Us

Your privacy is important to us. If you have any comments or questions regarding this statement, please contact us.

Privacy policy statement changes

We may change this privacy policy from time to time. When such a change is made, we will post a revised version online. Changes will be effective from the point at which they are posted. It is your responsibility to review this privacy policy periodically so you're aware of any changes. By using our services you agree to this privacy policy.

This privacy policy was last reviewed in May 2018