

## Privacy Notice

RSP Oxford Ltd t/a BJP Oxford (referred to as "We") is an independent insurance broker acting as your intermediary in the sourcing and placing of insurance policies. This privacy notice explains how we use any personal information we collect about you.

### What information do we collect about you?

We will ask you for your contact details and for the relevant information about your business or personal circumstances needed for the express purpose of advising, quoting and arranging your insurance requirements. This may include Special Category Data (i.e. health/medical information and convictions etc.), but only if this is relevant to the insurance cover required.

### How we will use the information about you?

We will only use and disclose the information we have about you in the normal course of arranging and administering your insurance, assisting with claims and to provide advice on other insurance covers we feel you should consider to fully protect yourself and your business. In order to facilitate this, we will share this information with Insurers, Underwriting Agencies, Loss Adjusters and the like to fulfil these responsibilities.

We, or the Insurers or Underwriting Agencies, may pass information about you to credit reference agencies for the purpose of arranging payments by instalments and may also pass them details of your payment record with us.

Some insurance providers may carry out checks with credit reference and fraud prevention agencies. These checks are used to help prevent fraud and money laundering and may include electoral roll and credit information. They are registered as general insurance searches and may be used by other companies when you apply for credit or insurance.

We will not give anyone else any personal information about you except on your instructions or authority, or where we are required to do so by law, or by virtue of our regulatory requirements.

### Marketing

As an Insurance Broker, we have a legitimate interest in speaking to you about Insurance Products that would protect your interests. This fulfils our role as your Insurance Broker.

"Legitimate interests" means the interests of BJP Insurance Brokers in fulfilling our role as your insurance broker in providing advice and marketing products relevant to you. We may, therefore, process your information to send you details of products that are tailored to your needs/interests.

When we process your personal information for this purpose, we consider the impact on you and your rights under data protection laws and will not use your personal data for activities where our interests override yours, unless we have your consent, or are otherwise required or permitted to by law.

Where "legitimate interests" do not exist, for all other marketing situations, we will ask for your consent to provide you with information about other insurance products available to you.

Last Amended: 28.11.2018

### Access to your information and correction

You have the right to see the personal information about you which we hold in our records. If you would like a copy of some or all of your personal information, please contact your usual contact by telephone or e-mail, or alternatively e-mail your request to [info@bjpoxford.com](mailto:info@bjpoxford.com).

We want to make sure your personal information is accurate and up to date. You may ask us to correct the information you think is incorrect, or to remove information you feel is no longer necessary for us to hold.

### How long we retain your data

We will retain your personal data for as long as your insurance policy is valid with us and for at least 10 years thereafter to comply with our insurer agreements.

### Safeguarding measures

We take your privacy seriously and take every reasonable measure and precaution to protect your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including restricted access via individual passwords, firewalls, anti-virus/malware etc.

### Cookies

We use cookies for Google analytics. This helps us understand how visitors engage with our website. These cookies contain information, such as the date our site was visited. The information in the cookies is kept anonymous and you can opt out at any time without affecting how you visit our site.

Cookies are small, often encrypted text files, located in browser directories. If your browser is set to allow cookies you are opting in and agreeing to the use of cookies. You can find out more here <http://allaboutcookies.org>.

### Other Web-sites

Our web-site contains links to other web-sites. This privacy notice only applies to the BJP web-site, so when you link to other web-sites you should read their own privacy notice.

### Your right to complain

You have the right to complain to the Information Commissioners Office if you think there is a problem in the way we are handling your data, by telephone, 0303 123 1113, or via their web-site, <https://ico.org.uk/concerns>.

### Changes to our privacy notice

We will keep our privacy notice under regular review and will place any updated versions on our web-site at [www.bjpoxford.com](http://www.bjpoxford.com).

### How to contact us

You are free to contact us about any information we have about you or about our privacy notice either by e-mailing your usual contact, by e-mail to [info@bjpoxford.com](mailto:info@bjpoxford.com), by telephone on 01865 884444, or by writing to RSP Oxford Ltd t/a BJP Oxford, 3 Elm Place, Old Witney Road, Eynsham, Oxfordshire, OX29 4BD.