



PRIVACY POLICY

May 2018

Maxima Litigation Solutions Ltd
4 The Hayloft, Blakenhall Business Park
Bar Lane, Barton under Needwood
Staffordshire. DE13 8AJ

Our Approach

Maxima take the privacy and security of your personal information very seriously. Any personal information submitted to us will be subject to the provisions of the General Data Protection Regulation (GDPR) and any legislation enforced within the UK in order to comply with GDPR. Unless required to do so by law or professional body, we will not disclose your personal data to any other person or organisation without your consent.

We assure you that your information will be properly managed, protected and respected and that any information you provide us will be used strictly in accordance with the terms laid out in this statement, and within our specific Terms of Business Agreement.

In the arrangement of insurance products, and facilitating insurance mediation activities, we may receive and process personal information either directly or via third parties such as, but not exhaustively, Solicitors or Quantity Surveyors. This information may include but not be limited to, individual details such as names, addresses, date of birth, family details and identification numbers such as passport or driving license number; relevant claims and criminal information, and information about you which we need to collect in order for the insurance market to assess the risk to be insured and provide a quotation.

We will collect this data from yourselves or your legal representative or professional representative when you request an insurance quotation and at any point during the insurance cover when requested by the insurance provider.

How We Share Information Outside of Maxima

In order to provide you with our services and comply with our legal obligations, we will disclose your personal details to our panel of insurers. The treatment of this information is covered by Confidentiality and Terms of Business Agreements which are in place with each of these companies. They are also, of course, governed by GDPR in relation to any data supplied.

Data Transfer and Consent

By providing your personal information to Maxima, you consent to the transfer of your information as described above.

Retention of Personal Information

Maxima will keep your personal data only for so long as is necessary and for the purpose for which it was originally collected. We will retain your information for so long as there is any possibility that either you, we or a third party may wish to bring a legal claim, or we are required to keep your personal information due to legal or regulatory reasons.

Information submitted for a quotation, or where you purchase an insurance product, will be retained for a period of at least 7 years after the end of our relationship. We do so in order to comply with applicable laws and regulations and for use in connection with any legal claims.

Individual Rights

You have several rights in relation to your personal data. You have a right to :

- Access a copy of your personal data held by us
- Request rectification of your personal data if it is inaccurate or incomplete
- Request erasure of your personal data in certain circumstances
- Restrict our use of your personal data in certain circumstances
- Move (or port) personal data which you have given us to process on the basis of your consent or for automated processing
- Object to the processing of your data where our legal basis for processing your data is our legitimate interest and
- Not to be subject to a decision based on automated processing, including profiling which has legal or similar significant effects.

These rights may not, however, be exercised in certain circumstances, such as when the processing of your data is necessary to comply with legal obligations or for the exercise or defence of legal claims.

If you wish to exercise any of your rights please contact us. We will respond to your request in writing as soon as is practicable and in any event, not more than one month after receipt of your request. In exceptional cases we may extend this period and we will tell you why. We may request proof of identification in order to verify your request.

Security

We are committed to protecting the confidentiality and security of the information you provide us and we put in place appropriate technical, physical and organisational security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

You should be aware that communications over the internet, such as emails, are not secure unless they have been encrypted.

We may amend this policy from time to time to keep it up to date or to comply with legal requirements. An up to date copy can be requested at any time by contacting us at the address shown below:

The Data Protection Officer
Maxima Litigation Solutions Ltd
4 The Hayloft
Blakenhall Business Park
Bar Lane
Barton under Needwood
Staffordshire
DE13 8AJ

Tel : 0333 772 0454

Email : Admin@maximagroup.org

www.maximagroup.org

