

Self Drive Vehicle Hire

To be completed and signed by the Renter

No.

Name of Policyholder:

Policy No:

Make and model:

Registration No:

1 Full Name (and age if not a company):

Age

2 Permanent Address:

Postcode

3 Business or Occupation:

4 Period of Rental:

from:

to:

5 Rental Purpose (for which the vehicle will be used):

6 Give details, as specified below, of the Renter, if a named person (whether driving or not), and all other persons who may drive:

	RENTER	DRIVER	DRIVER	DRIVER
Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date and issuing country of a full licence to drive the type of vehicle being hired was obtained. See Note 1 overleaf.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Convictions or prosecutions pending for any criminal offence (include the conviction codes for Road Traffic Act offences). See Note 2 overleaf.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date, circumstances and cost of any accident or loss, regardless of blame, during the last three years: Cost:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any disease or physical infirmity which impairs the ability to drive? If yes, give details including terms or restrictions imposed on your/their licence by the DVLA.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Any increased premiums, special terms or conditions applied, proposed declination, policy cancelled or refused to renew by an insurer:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7 Give details of any other material fact that relates to this proposal:

I/we declare that: **1.** I/we have read this proposal and understand that I/we are under a duty to make a fair presentation of the risk and that failure to do so could result in my/our Policy being invalidated and/or a claim not being paid. **2.** the facts, statements and information contained within this proposal, whether provided by me/us or by others on my/our behalf, are true and complete. **3.** any facts, statements and information which are not contained within this proposal but which have been provided to Allianz separately by me/us or by others on my/our behalf are true and complete. **4.** I/we have declared all material facts and circumstances which may affect the risk being accepted by Allianz under this Policy even if Allianz has not asked me/us any questions about such facts. **5.** I/we have made all reasonable enquiries of anyone employed by me/us to ensure that all facts, statements and information provided to Allianz are accurate and correct. **6.** I/We undertake that the rental vehicle shall not be driven by any person not disclosed as a driver above. **7.** I/We agree that this proposal is supplementary to and forms part of the Rental Agreement both of which shall form your Insurance Contract. **8.** I/We have read the Fair Processing Notice and the Consent for Special Categories of Personal Data contained within this proposal and consent to data being used for the purposes specified.

Renter's Signature

Date

Position (if a company representative)

To be signed by the Renter personally, if a named person, or an authorised representative, if a company.

Insurers maintain a Motor Insurance Anti Fraud and Theft Register and exchange information with each other to prevent fraudulent claims.



Notes

- 1 A full licence means a licence other than provisional issued in Great Britain, Northern Ireland, the Isle of Man, the Channel Islands or the EU, to drive the type of vehicle being hired.
- 2 Convictions spent under the terms of the Rehabilitation of Offenders Act 1974 or any subsequent amendments thereto, should not be disclosed.
- 3 If the Rental Vehicle is hired With Insurance, the insurance will:
 - a indemnify the Driver in respect of such person's legal liability for injury to others (including passengers) or damage to property arising out of the use of the rental vehicle,
 - b similarly indemnify any passengers in respect of any liability attaching to them arising from their actions (eg. for negligently opening a door),
 - c also indemnify the Renter should any legal liability attach to such party.

Note: There is no such indemnity applicable in respect of property belonging to or in the charge of the Renter, Driver or passengers (except to the extent outlined under **a** or **b** above).
- 4 Irrespective of whether the Rental Vehicle has been hired With Insurance, or Without Insurance when you are making your own insurance arrangements, the Rental Vehicle must only be:
 - a driven by a person who's name and details have been disclosed on this proposal
and
 - b used for the business or social, domestic and pleasure purposes stated on this proposal which has been accepted by the Policyholder.
- 5 The Rental Vehicle must not be used by the Renter for hiring out (including for the carriage of passengers for hire or reward) or participation in or practice for motor sports determined by time or speed.

In the Event of an Accident

- 1 Do not make any admission of liability nor give money to any injured person.
- 2 Obtain the name and address of any other driver and registration mark of any other vehicle involved.
- 3 Obtain Insurance Certificate details from any driver you hold responsible for causing the accident and give such details to anyone that similarly holds you responsible. (You are compelled to provide such information by the Road Traffic Act 1988).
- 4 Obtain the names and addresses of any witnesses.
- 5 Record the position in the road of your vehicle and any other vehicle involved.
- 6 Inform the Policyholder as soon as reasonably possible.

Fair Processing Notice – how we use personal information

1. Who we are

When we refer to “**we**”, “**us**” and “**our**” in this notice it means Allianz Insurance plc or Allianz Engineering Inspection Services Limited.

When **we** say, “**individuals**” in this notice, **we** mean anyone whose personal information **we** may collect, including:

- anyone seeking an insurance quote from **us** or whose details are provided during the quotation process
- policyholders and anyone named on or covered by the policy
- anyone who may benefit from or be directly involved in the policy or a claim, including claimants and witnesses.

2. How we use personal information

We use personal information in the following ways:

- to provide quotes, administer policies and policyholder claims to fulfil **our** contract
- to administer third party claims and prevent financial crime to meet **our** legal obligations
- to manage **our** business and conduct market research to meet the legitimate needs of **our** business
- to send marketing information about **our** products and services if **we** have received specific consent.

There is no obligation to provide **us** with personal information, but **we** cannot provide **our** products and services without it.

Anyone whose personal information we hold has the right to object to us using it.

They can do this at any time by telling us and we will consider the request and either stop using their personal information or explain why we are not able to.

Further details can be found below.

3. Automated decision making, including profiling

We may use automated decision making, including profiling, to assess insurance risks and administer policies. This helps **us** decide whether to offer insurance, determine prices and validate claims.

Anyone subject to an automated decision has the right to object to it. To do so they should contact **us** by emailing **us** at accsm@allianz.co.uk and **we** will review the decision.

4. The personal information we collect

We collect the following types of personal information so **we** can complete the activities in section 2, “How **we** use personal information”

- basic personal details such as name, age, address and gender
- family, lifestyle and social circumstances, such as marital status, dependants and employment type
- financial details such as direct debit or payment card information
- photographs and/or video to help **us** manage policies and assess claims
- tracking and location information if it is relevant to the insurance policy or claim
- identification checks and background insurance risk details including previous claims information
- medical information if it is relevant to the insurance policy or claim
- criminal convictions if it is relevant to the insurance policy or claim
- accessibility details if **we** need to make reasonable adjustments to help
- business activities such as goods and services offered.

5. Where we collect personal information

Direct from **individuals**, their representatives or information they have made public, for example, on social media.

From other persons or organisations, for example:

- credit reference and/or fraud prevention agencies
- emergency services, law enforcement agencies, medical and legal practices
- insurance industry registers and databases used to detect and prevent insurance fraud, for example, the Motor Insurance Database (MID), the Motor Insurers Anti-Fraud and Theft Register (MIAFTR) and the Claims and Underwriting Exchange (CUE)
- insurance investigators and claims service providers
- other insurers or service providers who underwrite the insurance or provide the services for **our** products
- other involved parties, for example, claimants or witnesses.

6. Sharing personal information

We may share personal information with:

- other companies within the global Allianz Group www.allianz.com
- credit reference, fraud prevention and other agencies that carry out certain activities on **our** behalf, for example, the Motor Insurance Database (MID), the Insurance Fraud Bureau (IFB) and marketing agencies if agreed
- **our** approved suppliers to help deal with claims or provide **our** benefit services, for example, vehicle repairers, legal advisors and loss adjusters
- other insurers, third party underwriters, reinsurers, insurance intermediaries, regulators, law enforcement and the Financial Ombudsman Service (FOS); and other companies that provide services to **us** or you, for example, the Employers Liability Tracing Office (ELTO) and the Claims and Underwriting Exchange (CUE)
- prospective buyers in the event that **we** wish to sell all or part of **our** business.

7. Transferring personal information outside the UK

We use servers located in the European Union (EU) to store personal information where it is protected by laws equivalent to those in the UK. We may transfer personal information to other members of the global Allianz Group to manage the insurance policy or claim; this could be inside or outside the EU. We have Binding Corporate Rules (BCR's) which are **our** commitment to the same high level of protection for personal information regardless of where it is processed. These rules align with those required by the European Information Protection authorities. For more information about BCR's, contact **our** Data Protection Officer.

Some of **our** suppliers have servers outside the EU. **Our** contracts with these suppliers require them to provide equivalent levels of protection for personal information.

8. How long we keep personal information

We keep information only for as long as **we** need it to administer the policy, manage **our** business or as required by law or contract.

9. Know your rights

Any **individual** whose personal information **we** hold has the right to:

- object to **us** processing it. **We** will either agree to stop processing or explain why **we** are unable to (the right to object)
- ask for a copy of their personal information **we** hold, subject to certain exemptions (a data subject access request)
- ask **us** to update or correct their personal information to ensure its accuracy (the right of rectification)
- ask **us** to delete their personal information from **our** records if it is no longer needed for the original purpose (the right to be forgotten)
- ask **us** to restrict the processing of their personal information in certain circumstances (the right of restriction)
- ask for a copy of their personal information, so it can be used for their own purposes (the right to data portability)
- complain if they feel their personal information has been mishandled. **We** encourage **individuals** to come to **us** in the first instance but they are entitled to complain directly to the Information Commissioner's Office (ICO) www.ico.org.uk
- ask **us**, at any time, to stop processing their personal information, if the processing is based only on **individual** consent (the right to withdraw consent).

If you wish to exercise any of these rights please contact our Customer Satisfaction Manager:

Address: Customer Satisfaction Manager, Allianz, 57 Ladymead, Guildford, Surrey, GU1 1DB

Email: accsm@allianz.co.uk

Phone: 01483 552438

10. Allianz (UK) Group Data Protection Officer Contact details

Allianz Insurance plc and Allianz Engineering Inspection Services Limited are companies within the Allianz Holdings.

Any queries about how **we** use personal information should be addressed to **our** Data Protection Officer:

Address: Data Protection Officer, Allianz, 57 Ladymead, Guildford, Surrey GU1 1DB

Email: dataprotectionofficer@allianz.co.uk

Phone: 0330 102 1837

Changes to our Fair Processing Notice

Occasionally it may be necessary to make changes to this fair processing notice. When that happens **we** will provide an updated version at the earliest opportunity. The most recent version will always be available on **our** website www.allianz.co.uk

Consent for Special Categories of Personal Data

The global Allianz Group may need to collect and process data relating to **individuals** who may benefit from the policy ("Insured Persons"), which falls within the special categories of personal data under Data Protection Legislation, for example, medical history or convictions of Insured Persons for the purpose of evaluating the risk and/or administering claims which may occur. You must ensure that you have explicit verbal or written consent from the Insured Persons to such information being processed by the global Allianz Group and that this fact is made known to the Insured Persons.

By applying for and/or entering into this insurance policy you will be deemed to specifically consent to the use of the Insured Persons Personal Data in this way and for these purposes and that your directors, officers, partners, and employees have consented to the global Allianz Group using their details in this way.

Employers Liability Tracing Office

If your policy provides Employers Liability cover information relating to your insurance policy will be provided to the Employers Liability Tracing Office (the "ELTO") and added to an electronic database, (the "Database") in a format set out by the Employer's Liability Insurance: Disclosure by Insurers Instrument 2010.

The Database assists individual consumer claimants who have suffered an employment related injury or disease arising out of their course of employment in the UK whilst working for employers carrying on, or who carried on, business in the UK and as a result are covered by the employers' liability insurance of their employers, (the "Claimants"):

- I. to identify which insurer (or insurers) was (or were) providing employers' liability cover during the relevant periods of employment; and
- II. to identify the relevant employers' liability insurance policies.

The Database and the data stored on it may be accessed and used by the Claimants, their appointed representatives, insurers with potential liability for UK commercial lines employers' liability insurance cover and any other persons or entities permitted by law.

The Database will be managed by the ELTO and further information can be found on the ELTO website www.elto.org.uk

Motor Insurance Database

If your policy provides Motor cover, information relating to your insurance policy will be added to the Motor Insurance Database ("MID") managed by the Motor Insurers' Bureau ("MIB"). MID and the data stored on it may be used by certain statutory and/or authorised bodies including the Police, the DVLA, the DVANI, the Insurance Fraud Bureau and other bodies permitted by law for purposes not limited to but including :

- I. Electronic Licensing
- II. Continuous Insurance Enforcement;
- III. Law enforcement (prevention, detection, apprehension and or prosecution of offenders)
- IV. The provision of government services and or other services aimed at reducing the level and incidence of uninsured driving.

If you are involved in a road traffic accident (either in the UK, the EEA or certain other territories), insurers and or the MIB may search the MID to obtain relevant information. Persons (including his or her appointed representatives) pursuing a claim in respect of a road traffic accident (including citizens of other countries) may also obtain relevant information which is held on the MID. It is vital that the MID holds your correct registration number. If it is incorrectly shown on the MID you are at risk of having your vehicle seized by the Police. You can check that your correct registration number details are shown on the MID at www.askmid.com

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	RENTER	DRIVER	DRIVER	DRIVER
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Occupation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date and issuing country of a full licence to drive the type of vehicle being hired was obtained. See Note 1 overleaf.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Convictions or prosecutions pending for any criminal offence (include the conviction codes for Road Traffic Act offences). See Note 2 overleaf.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Any disease or physical infirmity which impairs the ability to drive? If yes, give details including terms or restrictions imposed on your/their licence by the DVLA.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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