



# Employee dishonesty

## Claim form

Policy number

Name of business(es) insured

Correspondence address inc. post code

Name of the director / person handling the claim on your behalf

Contact email address

Contact telephone number

### DETAILS OF CLAIM

Date of occurrence / discovery

Time of occurrence / discovery

Place of occurrence / discovery

By whom was the loss discovered

Name of the employee

Mobile telephone number of the employee

Date of employment

Occupation

Remuneration

Date of termination

Was the employee continuously employed

Please explain how the loss arose i.e. method, circumstances

Please estimate the value of your loss

Please state the period during which your loss was sustained

Does the employee agree the value of the loss

Name of employee's supervisor



# Employee dishonesty

Claim form

Please describe the checks and supervision in place

**Please enclose the following documentation if available**

Police report / Police investigation result

Internal investigation report

CCTV footage showing circumstances of the incident

Letter / contract of employment and termination letter

Duty roster of the employee

Records supporting the amount claimed

Details of any restitution made by the employee

**IMPORTANT**

- Give immediate notice to the Police
- To the extent permissible by the law retain all monies and assets due to the employee

**I/ we declare that the statements detailed in this submission are true and accurate to the best of my/our belief**

Authorised signature

Name of signature

Position

Date of signature

Please keep a copy of this submission for your own records

### Data Protection

**We** act as the Data Controller. How **we** use and look after the personal information is set out below.

Information may be used by **us**, the coverholder, agents and service providers for the purposes of insurance administration, underwriting, claims handling or for statistical purposes. The lawful basis for the processing is that it is necessary for **us** to process **your** personal information to enable the performance of the insurance contract, to administer **your** policy of insurance and/or handle any insurance claim **you** may submit to **us** under this policy. The processing of **your** personal data may also be necessary to comply with any legal obligation **we** may have and to protect **your** interest during the course of any claim.

### What we process and share

The personal data **you** have provided, **we** have collected from **you**, or **we** have received from third parties may include **your**:

- name; date of birth, residential address and address history.
- contact details such as email address and telephone numbers.
- financial and employment details.
- identifiers assigned to **your** computer or other internet connected device including **your** internet protocol (IP) address.
- health or criminal conviction information.
- vehicle or household details.
- any information which **you** have provided in support of **your** insurance claim.

**We** may receive information about **you** from the following sources:

- **your** insurance broker.
- from third parties such as credit reference agencies and fraud prevention agencies.
- from insurers, claims handling agents, witnesses, the Police (in regards to incidents) and solicitors
- directly from **you**.

**You** acknowledge that we may be required as a matter of law or regulation to disclose Personal Data provided to us to a Court of law or regulatory body such as the PRA or the FCA or Lloyd's or ELTO or any other public body or authority of competent jurisdiction and you consent to any such disclosure.

**We** will not pass **your** information to any third parties except to enable **us** to process your claim, prevent fraud and comply with legal and regulatory requirements. In which case **we** may need to share **your** information with the following third parties within the EU:

- solicitors or other claims handling agents appointed by **us** or by **you**
- underwriters and reinsurers
- fraud and crime prevention agencies, including the Police.
- other suppliers carrying out a service on **our**, or **your** behalf.

**We** will not use **your** information for marketing further products or services to **you** or pass **your** information on to any other organisation or person for sales and marketing purposes without **your** consent.

### Data Retention

**We** will hold **your** details for up to seven years after the expiry of **your** policy, complaint and/or claims settlement.

### Your rights

**Your** personal data is protected by legal rights, which include **your** rights to:

- object to **our** processing of **your** personal data.
- request that **your** personal data is erased or corrected.
- request access to **your** personal data and data portability.
- complain to the Information Commissioner's Office, which regulates the processing of personal data.

**You** can request to see what data **we** hold on **you**, there is no charge for this service.

If **you** have any questions about **our** privacy policy or the information **we** hold about **you** please contact **us** by telephone on 0330 165 2000 or by writing to us at Stanhope House, 12 Stanhope Place, Edinburgh EH12 5HH or by emailing [info@premco.co.uk](mailto:info@premco.co.uk).

### Headings

The section headings used in this policy are for reference purposes only and shall not affect the meaning or interpretation of the policy.