

# Premier Bike Application Form

Agency <input type="text"/>	Agency reference <input type="text"/>	Town <input type="text"/>	Policy number <input type="text"/>
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**IMPORTANT NOTES**

1. Please complete in BLOCK LETTERS, and give a definitive answer to each question. 2. Only those areas in white blocks should be completed by the Proposer.

**Your personal details**

1. Name in full (Mr/Mrs/Miss/Ms/other title)

Postal address in full (postcode to be completed in every case)


 Postcode

Age <input type="text"/>	Date of birth <input type="text"/> / <input type="text"/> / <input type="text"/>	Sex: male/female <input type="text"/>
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Marital status (eg married, single, etc) <input type="text"/>	Daytime phone number (including STD code) <input type="text"/>
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Main occupation/profession (including part-time)

Employer's business

Nature/type of employment  
 (Full Time/Part Time)

(Employed/Self Employed/Retired Unemployed)

2. Licence Details (Please answer this question if you are to ride any of the motorcycles covered under this policy)

Notes:

- i. You must hold a licence which is valid for the machine being ridden
- ii. If you are under 17 years of age the only motorcycle you may ride in the United Kingdom is a MOPED (refer to definition on licence)
- iii. If you are a motorcycle provisional licence holder (anybody riding with "L" plates) you are required by law to undertake Compulsory Basic Training (CBT) and obtain and hold a valid Certificate of Completion of Training before riding unsupervised on a road. If you are unsure of your riding entitlements you should refer to the Driving Standards Agency.

**Failure to comply with the necessary licensing requirements could invalidate your insurance policy.**

Do you hold, or have you applied for a valid licence to ride a motorcycle? Yes  No

If 'yes' please advise date licence obtained

Do you hold a motorcycle provisional licence (riding with "L" plates)? Yes  No

If 'yes' you must supply a copy of the Certificate of Completion for Compulsory Basic Training (DL196) to your insurance adviser before insurance cover will be given. (see notes above).

Have you passed an advanced rider qualification or undertaken a defensive riding course? Yes  No

If 'yes' please advise qualification obtained or course undertaken.

**Motorcycle Details**

Space has been provided below for up to four motorcycles. If you wish to cover more motorcycles than this under your policy please complete another application form

	Motorcycle One	Motorcycle Two	Motorcycle Three	Motorcycle Four
3. Registration Mark *motorcycles not road registered are unacceptable.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Year of Manufacture	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Make and Model of motorcycle eg. Honda CBX550F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Engine Size cc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Estimated Value (including any accessories)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Is the motorcycle normally kept at the above address? If no please state address Postcode must be completed in every case.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Postcode	Postcode	Postcode	Postcode
9. Where is the motorcycle normally kept overnight? e.g. locked garage/building, driveway/private land, on the street, elsewhere.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Motorcycles garaged overnight may qualify for a premium discount, subject to a penalty of an increased theft excess in the event of the motorcycle being stolen overnight when not garaged.

10. Have any changes/modifications been made to the maker's specifications to any of the motorcycles mentioned above? Yes  No  *If 'yes' please complete a Modified Motorcycle Report Form (available from your usual insurance adviser)*
11. Has one of our approved motorcycle security products been fitted to, or is used with, any of the above motorcycles? Yes  No  *If 'yes' please provide a copy of the manufacturer's fitting certificate or for mechanical devices a Mechanical Security Declaration will need to be completed. Please note that theft cover does not apply to certain motorcycles unless security conditions are complied with. Ask your usual insurance adviser for details.*
12. Are you the owner of the above motorcycle(s) and is it/are they registered in your name? Yes  No  *If 'no', give reason for motorcycle(s) being insured in your name and state the name of the owner(s)*

### Use

13. SD&P – Social, domestic and pleasure use Yes  No  *If you have selected Standard use, will the motorcycle be used for:*
- SDP&C – Social, domestic, pleasure and commuting use Yes  No  a. professional driving tuition Yes  No
- Standard – Social, domestic, pleasure and commuting use and use for the Policyholder's business Yes  No  b. carriage of goods for hire or reward? (incl fast food delivery/courier use) Yes  No

### Cover

**Please note that the cover and any voluntary excess you choose will apply to ALL of the motorcycles covered under this policy**

14. Tick as required Comprehensive  Third Party Fire & Theft  Third Party Only
15. Voluntary Excess – Comprehensive  
Do you wish to pay the first amount of any damage fire or theft claim? If 'yes' please indicate amount £250  £500  £1000  £1500
16. Voluntary Excess – Third Party, Fire and Theft  
Do you wish to pay the first amount of any damage fire or theft claim? If 'yes' please indicate amount £250  £500

*Note: The above voluntary excesses will be in addition to any standard policy excesses applicable, and may only be available for certain groups of motorcycles. Please ask your usual insurance adviser for details.*

17. Options – Do you wish to take the following? Bike Gold  available with all covers (cover for breakdown assistance)

### No Claims Discount

18. Are you, or have you been insured in your own name in respect of any motorcycle (apart from any cover note issued with this application form)? Yes  No  *If 'yes' please indicate number of years No Claim Discount to which you are entitled and supply name of previous insurer and policy number*
- No. of years  Previous Insurer
- Policy number  Date cancelled
19. Tick box if No Claims Discount Protection required applicable to individuals aged 25 or over with four or five years No Claim Discount.

### Motorcycle Rider Details

20. Give details below of all persons who to your knowledge will ride (other than the proposer).

Name(s) in full	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Mr/Mrs/Miss/Ms/Title</i>			
Age	<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"/>
Sex m/f	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to Proposer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>e.g. Spouse/Brother/Sister/Parent/Son/Daughter/Employee or Employer of proposer/Family/Business Partner/other (please state)</i>			
Main Occupation/Profession	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature/type of employment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If employed state employers business	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Motorcycle Licence Details Please state the type of licence currently held e.g. Full UK Motorcycle Licence/Provisional				
Date Licence obtained	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Advanced rider qualification or Defensive Riding course?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If 'yes' please advise type.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please complete the following information for ALL RIDERS **AND** THE PROPOSER (whether he/she is a rider or not).

21. Have you or any of the riders ever had their licence revoked or had any restrictions imposed? Yes  No 


  
If 'yes' state which rider and the reason

22. Medical Conditions  
Do you or any of the riders have (or have a history of) defective vision or hearing (not corrected by glasses or hearing aid) diabetes or any disease or physical or mental infirmity or fits of any kind, give full details. 


  
If none state none.

Has the condition(s) mentioned above been advised to the DVLA and have they agreed to the issue of a licence? (If no please state name of rider and give reason) Yes  No 


**You are reminded that you are required by law to inform Drivers Medical Branch, DVLA, Swansea SA99 1AT, at once, if you have any disability (including any physical or mental condition) which is, or may become likely to affect your fitness as a rider.**

23. Loss History  
Have you or any of the riders had an accident or suffered damage, fire or theft losses involving a motorcycle in the past 3 years? If 'yes' please give full details below. Yes  No

Name of driver/rider		
Date of Incident – month/year		
Type of Incident i.e. Accident/theft		
Amount of claim		
Was the driver/rider judged to be at fault.		

*Note: Any loss should be disclosed whether or not a claim was submitted to the Insurer concerned.*

24. Convictions  
Have you or any of the riders incurred any driving/riding convictions, cautions or fixed penalties in the past 5 years? Yes  No   
(You should also disclose any pending prosecutions or police enquiry) If 'yes' please give full details below.

Name of Rider/Driver		
Conviction details/code e.g speeding/drink driving		
Date of Offence & Conviction – month/year		
Points and/or fine incurred – if applicable		
Period of disqualification – if applicable		
Alcohol measurement type – if applicable	(Blood/Urine/Breath)	(Blood/Urine/Breath)
Alcohol reading – if applicable		

25. Non Motoring Offences  
Have you or any of the riders been convicted during the past 5 years of any offence relating to fraud, robbery, theft, or handling stolen goods? Yes  No   
(You should also disclose any pending prosecutions or police enquiry) If 'yes' please give full details below.

Name of Rider		
Details of Offence		
Date of Conviction – month/year.		

26. Have you or any of the riders ever had a previous policy cancelled, declined, or refused renewal by another insurer? Yes  No   
If 'yes' please give full details below.  

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27. Do you have any other Aviva policies? If 'yes' please give full details below. Yes  No   

Policy Number(s)	Type of Policy (Household, etc)
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*Note: cover will not operate until a cover note or certificate of motor insurance has been issued.*

28. How do you wish to pay your premium? tick appropriate box. Annually  Monthly

**Note: We reserve the right to carry out a credit reference check on customers wishing to pay premiums on a monthly basis.**

Please complete the Direct Debiting instructions below, and note that a monthly administration fee of 8% is payable for this facility. This fee is subject to Insurance Premium Tax which has been paid by Aviva and not passed on to the customer.

### Direct debiting instruction

for direct payment from a bank/building society account

### Instruction to your bank/building society to pay by direct debits

Please fill in the form and send to:  
Aviva, PO Box 6, Norwich NR1 3NS.

Full name and postal address of bank/building society

The Manager

Bank/building society

Address

Name(s) of account holder(s)

*Banks/Building Societies may refuse to accept Instructions to pay Direct Debits from some types of accounts.*

Bank/building society account number



Branch sort code

 -  - 

Bank/building societies do not accept direct debit instructions from some types of account.

Originator's identification number

Reference Number

#### Your instruction to the bank/building society

Please pay Aviva Insurance Limited direct debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Aviva Insurance Limited, and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

 

This is not part of the instruction to your bank/building society

#### Full name and postal address of policyholder

Name

Address

Choice of payment date (1st to 28th)

Cut here and retain

#### This section to be retained by the customer. Monthly Premium Payment notes:

##### If you elect to pay monthly premiums:

- You will pay 12 monthly premiums by Direct Debit commencing in month 1 and ending in month 12
- Once your insurance cover commences and collection of the first premium becomes due, any delay will result in this and further premiums due being collected as one amount. Subsequent premiums will be collected as they fall
- Failure to make any payment on the day it falls due may result in all benefits under the policy ceasing
- They are due on the same day of each month

You will be provided with one month's insurance for each monthly premium paid.

## Important Notice - Information we need to know about

You must take reasonable care to provide complete and accurate answers to the questions we ask when you take out, make changes to, and renew your policy. Please read any assumptions carefully and confirm if they apply to your circumstances.

If any of the information provided by you changes after you purchase your policy and during the period of your policy please provide your insurer with details.

If the information provided by you is not complete and accurate:

- we may cancel your policy and refuse to pay any claim, or
- we may not pay any claim in full, or
- we may revise the premium and/or change the compulsory excess, or
- the extent of the cover may be affected.

It is an offence under the Road Traffic Acts to provide incomplete or inaccurate information to the questions asked in your application for the purpose of obtaining a certificate of motor insurance.

We recommend that you keep a record (including copies of letters) of all information provided to us for your future reference.

A copy of the completed application form will be supplied on request within a period of three months after its completion.

## Data Protection – Privacy Notice

### Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at [www.aviva.co.uk/privacypolicy](http://www.aviva.co.uk/privacypolicy) or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include your intermediary, who are responsible for the sale and distribution of the product, and any applicable insurers, reinsurers or brokers we use.

### Personal information we collect and how we use it

We will use personal information collected from you and obtained from other sources:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business. We need this to:
  - manage arrangements we have with our insurers, reinsurers and brokers we use, and for the detection and prevention of fraud,
  - help us better understand our customers and improve our customer engagement. This includes profiling and customer analytics which allows us to make certain predictions and assumptions about your interests, make correlations about our customers to improve our products and to suggest other products which may be relevant or of interest to customers, which includes marketing products and services to you,
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

We may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so. You might find it helpful to show them this privacy notice.

The personal information we collect and use will include name, address and date of birth, financial information and details of your vehicle(s). If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or

criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. We'll ensure that we only use that information where we need to for our insurance purposes (including assessing the terms of your insurance contract, dealing with changes to your policy and/or dealing with claims).

There may be times when we need consent to use personal information for a specific reason. If this happens we will make this clear to you when you at the time. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the "Contacting us" details below. Please note that if consent to use this information is withdrawn we will not be able to continue to process the information you gave us for this/these purposes(s). This would not affect our use of the information where consent is not required.

Of course, you don't have to provide us with any personal information, but if you don't provide the information we need we may not be able to proceed with your application or any claim you make.

Some of the information we use as part of this application may be provided to us by a third party. This may include information already held about you and your vehicle(s) within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

### Databases we use for Underwriting and Fraud Prevention and Detection purposes

We may use your information to allow us to detect and prevent fraudulent applications and claims. For details relating to information held about you on the Claims Underwriting and Exchange Register and Motor Insurance Anti-Fraud and Theft Register please visit [www.insurancedatabases.co.uk](http://www.insurancedatabases.co.uk).

For details relating to information held about you by the Driver and Vehicle Licensing Agency (DVLA) please visit [www.dvla.gov.uk](http://www.dvla.gov.uk)

### How your data is used and shared by Insurers and Databases in relation to motor insurance

The data you provide will be used by us and shared with other insurers as well as certain statutory and other authorised bodies for:

- Insurance underwriting purposes i.e. to examine the potential risk in relation to your (and/or a third party's) prospective policy so that we can:
  - Consider whether to accept the relevant risk,
  - Make decisions about the provision and administration of insurance and related services for you (and members of your household),
  - Validate your (or any person or property likely to be involved in the policy or claim) claims history (at any time including upon application for insurance, in the event of an accident or a claim, or at a time of renewal).
- Management Information purposes. To analyse insurance and other markets for the purposes of:
  - Portfolio assessment,
  - Risk assessment,
  - Performance reporting,
  - Management reporting.
- Anti-fraud purposes.

To detect and prevent fraudulent claims and/or activities by:

- Sharing information about you with other organisations and public bodies including the police,
- Tracing debtors or beneficiaries, recovering debt, managing your accounts and/or insurance policies,
- Undertaking fraud searches. Insurers pass information to fraud prevention agencies and databases including the Claims Underwriting and Exchange Register and where appropriate the Motor Insurance anti-Fraud and Theft Register by Motor Insurers' Bureau (MIB). This helps insurers check information and prevent fraudulent claims. When we deal with your request for insurance we may search these registers.

This guarantee should be detached and retained by the payer.

## THE DIRECT DEBIT GUARANTEE

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society
- If the amounts to be paid or the payment dates change, Aviva insurance Limited will notify you 10 days in advance of your account being debited or as otherwise agreed
- If an error is made by Aviva insurance Limited or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.
- The instruction will only be used for the collection of premiums payable under Aviva Policies.
- We understand that failure to make any payment on the day it falls due may result in all benefit under the policy ceasing.



- Compliance with legal obligations and responsibilities.
  - Claims management – In the event of a claim we may need to disclose information with any other party involved in that claim such as third parties involved in the incident, their insurer, solicitor or representative and medical teams, the police or other investigators. We also may have to investigate your claims and conviction history.
  - Complaints management – If you make a complaint about the service we have provided, we may be obliged to forward details about your complaints, including your personal information, to the relevant ombudsman.
  - Information about 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 DVLNI, the Insurance Fraud Bureau and other bodies permitted by law. This information may be used for purposes permitted by law, which include but are not limited to:
    - Electronic Licensing
    - Continuous insurance enforcement
    - Law enforcement (prevention, detection, apprehension and/or prosecution of offenders)
    - 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 European Economic Area or certain other territories), insurers and/or the MIB may search the MID to obtain relevant information.

Persons (including his or her appointed representative) 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 current 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 current registration number details are shown on the MID at [www.askmid.com](http://www.askmid.com).

#### How your data will be processed

- Information which is supplied to fraud prevention agencies and databases such as MIB and MID can include details such as your name, address and date of birth together with details of any injury arising from a claim.
- Your data may be supplied to databases in order to facilitate automatic no claim discount validation checks.
- Your data may be transferred to any country, including countries outside of the European Economic Area, for any of the purposes mentioned above.
- Under your policy you must tell us about any incident (such as an accident or theft) which may or may not give rise to a claim. When you tell us about an incident, we will pass information relating to it to the fraud prevention agencies and databases such as MIB.

You can ask for more information about this. If you require such information, please contact Aviva Insurance Limited.

#### How we use your data – Driving Licence Number

Insurance underwriting purposes i.e. to examine the potential risk in relation to your (and/or a third party's) prospective policy so that we can:

- Provide your (or any person included on the proposal) Driving Licence Number (DLN) to the DVLA to confirm your (or the relevant person included on the proposal) licence status, entitlement and relevant restriction information and endorsement/conviction data. Searches may be carried out prior to the date of the insurance policy and at any point throughout the duration of your insurance policy including at the mid-term adjustment and renewal stage. A search of the DLN with the DVLA should not show a footprint against your (or another relevant person included on the proposal) driving licence.
- Searches may be carried out at point of quote and, if an insurance policy is accepted, at renewal stage.

Please note that if you give us false or inaccurate information it may invalidate your insurance policy/prospective insurance policy or it could affect the amount we pay to settle any claims you make under the policy.

#### Credit Reference Agency Searches

We or our agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA). This will appear on your credit report and be visible to other credit providers. It will be clear it's a quotation and not a credit application by you. We do this so that we are able to offer you a monthly credit payment option.

We use data from our credit reference agency to verify your identity, prevent fraud and carry out risk profiling which allows us to calculate your premium and payment options. We may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested.

Where you agree to pay monthly under an Aviva credit agreement, the status of your quotation search from our CRA will be updated to reflect your credit application and this will be visible to other credit providers. CRA's may keep a record of this search.

In order to assess your application we will supply your personal information to our CRA and they will give us information about you, such as about your financial history. We do this to assess creditworthiness and product suitability, check your identity,

manage your account, trace and recover debts and prevent criminal activity. We will also continue to exchange information about you with CRA's on an ongoing basis, including about your settled accounts and any debts not fully repaid on time. CRA's will share your information with other organisations. Your data will also be linked to the data of your spouse, any joint applicants or other financial associates.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at [www.callcredit.co.uk/crain](http://www.callcredit.co.uk/crain).

#### Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide a quote for this product, using the information we have collected.

#### How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other in respect of risks underwritten by Aviva, with insurers who cover Aviva under its group insurance policies and with our brokers who arrange and manage such reinsurance and insurance arrangements. They will use your data to decide whether to provide reinsurance and insurance cover, arrange and manage such cover, assess and deal with reinsurance and insurance claims under such cover and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

#### Marketing

We also use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will only communicate with you in accordance with any marketing preferences you have provided to us. We will continue to do this after your policy has ended.

If you wish to amend your marketing preferences, change how you would like us to communicate with you or tell us to stop marketing to you, you can do so in the following ways:

- Update in MyAviva
- Contact us by:
  - phone: 01603 622200 or +44 1603 604999 (from abroad)
  - email: [helpdesk@aviva.co.uk](mailto:helpdesk@aviva.co.uk)
  - post: Aviva, Freeport, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD]

#### How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes. We will also use this information for marketing purposes.

#### Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, including profiling and marketing, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

#### Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at [dataprt@aviva.com](mailto:dataprt@aviva.com) or writing to the Data Protection Officer, Level 5, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

## Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time:

- Undertake searches against your (or any person included on the proposal) Driving Licence number (DLN) against details held by the DVLA to confirm your licence status, entitlement and restriction information and endorsement/conviction data. This helps insurers check information to prevent fraud and reduce incidences of negligent misrepresentation and non-disclosure. A search of the DLN with the DVLA should not show a footprint against your (or another relevant person included on the proposal) driving licence;
- Share information about you with other organisations and public bodies including the Police;
- Undertake credit searches and additional fraud searches;
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the agencies and databases we access or contribute to and how this information may be used. If you require further details please contact us at: Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow G64 2QR. Telephone: 0345 300 0597. Email: PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to:

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household;
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies;
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity;
- Check details of job applicants and employees.

## Claims History

- Under the conditions of your policy you must tell us about any insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone insured to drive the vehicle(s) covered under the policy.

## Choice of Law

The law of England and Wales will apply to this contract unless:

- 1) you and we agree otherwise; or
- 2) at the date of the contract you are a resident of (or, in the case of a business, the registered office or principal place of business is situated in) Scotland, Northern Ireland, the Channel Islands or the Isle of Man, in which case (in the absence of agreement to the contrary) the law of that country will apply.

## If You Have a Complaint

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. In the first instance, please contact your insurance adviser or usual Aviva point of contact. We are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

## Aviva Regulatory Status

We are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. We are registered as: Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH and our firm's reference number is 202153. You may check this information and obtain further information about how the Financial Conduct Authority protects you by visiting their website [www.fca.org.uk](http://www.fca.org.uk).

## Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

## How and why we use your information

We (Aviva), and our third parties, collect and use information (including data about health and unspent offences or criminal convictions) about you and, if relevant, somebody else covered under your policy and your family, vehicle(s) and home.

We do this so we can:

- verify your identity and help prevent fraud
- calculate our risk to insure you
- calculate your price
- set up, assess and maintain your insurance contract with us
- renew and make changes to your cover
- process claims
- carry out marketing, profiling and analytics

We share information within the Aviva Group, our reinsurers (our own insurers) and specific other organisations for these purposes.

The information comes from:

- what you've already told us
- data we already hold about you (including from other quotes and policies with us)
- publicly available sources
- other organisations we trust
- data about your device, general location and how you interact with our website

## We carry out a quotation search from a credit reference agency

This will appear on your credit report and will be visible to other credit providers. It will be clear it's a quotation and not a credit application by you. We do this when you ask us for a quote, when we prepare your renewal and sometimes if you change your cover so that we are able to offer you a monthly credit payment option. We use data from our credit reference agency to verify your identity, prevent fraud and carry out risk profiling which allows us to calculate your premium and payment options. For more information about your rights relating to profiling and decisions that are automatically processed such as pricing, see the Privacy Notice for this policy.

The identity of our credit reference agency and the ways they use and share personal information are explained in more detail at [www.callcredit.co.uk](http://www.callcredit.co.uk). You can also check the information they hold about you.

## We use automated processes to make decisions

This means our software decides whether we can insure you and on what terms, deal with claims and carry out fraud checks. For more information, see the Privacy Notice for this policy.

## You have rights about your information

For more about your rights and how and why we use your data, see the Privacy Notice for this policy. There's more detail in our Privacy Policy at [www.aviva.co.uk/privacypolicy](http://www.aviva.co.uk/privacypolicy) or you can request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD.

## Declaration

I/we declare that the information given is, to the best of my/our knowledge and belief correct and complete. If the risk is accepted I/we undertake to pay the premium when called upon to do so. I/We understand that my/our information may also be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing the insurer's compliance with any regulatory rules/codes.

Proposer's Signature

Date

## Notes

1. No liability (except for the period stated on our official Cover Note) is undertaken until the application is accepted by ourselves and the premium(s) paid.
2. We reserve the right to ask for special terms or decline this application. If we decline this application a premium will be payable by you for the period in the official cover note.
3. Please note we operate a 'key exclusion' clause. This means that we will not be liable for the theft if the keys are left in or on the motorcycle
4. Please note that in addition to its other terms, conditions, exceptions or exclusions, the policy wording may incorporate provisions which exclude liability caused by acts of Terrorism.
5. Information contained in this application form is for standard risks and is correct at the time of printing but may be subject to periodic change. Please contact your usual insurance adviser on your nearest Aviva office for confirmation.
6. For our joint protection and training purposes, telephone calls may be recorded and/or monitored.

Agent/Aviva use only. *Quote System/Quote ref.*

Agent's name. Broker use only

Please attach a copy of any quotation provided.



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