



**SKETCH OF INCIDENT**

IF YOU ARE UNABLE TO PROVIDE A SKETCH, PLEASE ENCLOSE ANY PHOTOGRAPHS. PLEASE DRAW A SKETCH OF THE LOCATION IF APPROPRIATE

When and to whom was the accident reported? \_\_\_\_\_

Was the accident caused by any alleged defect in your premises, plant or machinery? YES  NO

If YES, give details, and please retain defective equipment for inspection by a Company representative.

Was the accident caused by negligence of any member of your staff? YES  NO  If YES, give details.

**WITNESSES**

STATEMENTS SHOULD BE OBTAINED FROM WITNESSES AS SOON AS POSSIBLE WHILE THE INCIDENT IS FRESH IN THEIR MINDS.

Name and Address and Telephone Number

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If in your employment, place "E" in box:

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**IMPORTANT:** FOR YOUR OWN PROTECTION, PLEASE NOTE THAT YOUR POLICY PROVIDES THAT THE INSURED SHALL NOT, WITHOUT THE CONSENT IN WRITING OF THE COMPANY, MAKE ANY PAYMENT, SETTLEMENT OR ARRANGEMENT, IN RESPECT OF ANY CLAIM, NOR SHALL HE, WITHOUT THE LIKE CONSENT, MAKE ANY ADMISSION OF LIABILITY OF ANY SUCH CLAIM.

**I/WE HEREBY CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF THE STATEMENTS AND PARTICULARS CONTAINED HEREIN ARE FULLY MADE AND THAT I/WE HAVE WITHHELD NO MATERIAL FACT CONCERNING THE ACCIDENT OR THE INJURED PERSON.**

**DATE:** \_\_\_\_\_

**SIGNATURE OF POLICYHOLDER:** \_\_\_\_\_

**IMPORTANT**

ALL COMMUNICATIONS RECEIVED FROM OTHER PARTIES – ACCOUNTS FOR EMERGENCY TREATMENT FROM HOSPITALS OR DOCTORS, ANY NOTICE OF INTENDED PROSECUTION, SUMMONS OR COURT WRIT MUST BE FORWARDED UNANSWERED TO YOUR BROKER WITHOUT DELAY.

THE POLICYHOLDER IS REMINDED THE COMPANY CANNOT ACCEPT RESPONSIBILITY FOR PAYMENTS MADE TO INJURED PERSONS WITHOUT ITS AUTHORITY.

PLEASE ENCLOSE ANY PHOTOGRAPHS AND A COPY OF INCIDENT BOOK RECORDS.

## DATA PROTECTION

Lloyds Insurance Company S.A. (Lloyds', 'we', 'our', 'us') and Wrightway Underwriting Ltd ("WUL") will hold your details in accordance with our Privacy Policy and WUL's Privacy Policy together with all applicable data protection laws and principles.

The information you supply to WUL, including personal data ("Data") as part of this claim is required by us and/or WUL to handle your claim, prevent and detect fraud as well as generally take any steps in order to fulfil our contract with you and comply with our legal obligations.

WUL may also obtain information about you from third parties such as your broker, claims service providers (including private investigators) and insurance industry and government bodies for the purposes described above. In addition, WUL may check your details with fraud prevention agencies, as well as against industry databases such as InsuranceLink (for more information see below).

To assist WUL in handling your claim and prevent/detect fraud, we and/or WUL may share your data (where appropriate/applicable) as follows:

- With business partners, suppliers, sub-contractors and agents with whom we and WUL work and/or engage (including, but not limited to legal firms, medical professionals, private investigators, third-party claim administrators and outsourced service providers) .
- With other companies in our group, partners of the group and reinsurance companies located in Ireland and abroad, including outside the European Economic Area ('EEA'). Where transfers take place outside the EEA, we and WUL ensure that they are undertaken lawfully and pursuant to appropriate safeguards.
- With other insurers and/or their agents.
- With any intermediary or third party acting for you.
- In order to comply with our and WUL's legal obligations, a Court Order or to cooperate with State and regulatory bodies (such as the Central Bank of Ireland), as well as with relevant government departments and agencies (including law enforcement agencies).

In addition, information about claims (whether by our customers or third-parties) is collected by WUL when a claim is made under a policy and may be placed on the insurance industry claims database known as InsuranceLink, maintained by Insurance Ireland. This information may be shared with other insurance companies, self-insurers or statutory authorities. The purpose of InsuranceLink is to protect customers by helping insurers identify incorrect information and fraudulent claims.

The time periods for which we and WUL retain your Data depend on the purposes for which it is used. We and WUL will keep your Data for no longer than is required or legally permitted.

### PRIVACY POLICY

For further information please see our Privacy Policy which is available online at [www.lloyds.com/brussels](http://www.lloyds.com/brussels) and WUL's privacy policy which is available at [www.wrightway.ie/regulations](http://www.wrightway.ie/regulations).

If you have any questions about your Data, you can contact us or WUL using the contact details below.

#### LLOYDS INSURANCE COMPANY S.A.

- Email us at [data.protection@lloyds.com](mailto:data.protection@lloyds.com)
- Data Protection Officer, Lloyds, 1 Lime Street, EC3M, 7HA, London, United Kingdom

#### WRIGHTWAY UNDERWRITING LTD

- Email us at [dataprotectionofficer@wrightway.ie](mailto:dataprotectionofficer@wrightway.ie)
- Data Protection Officer, Wrightway Underwriting Ltd, Wrightway House, Ardavan Business Park, Ardavan, Wexford, Ireland, Y35 FP8A
- Customer Services on 053 916 7100