

CYBER LIABILITY

DATAGUARD ADVANTAGE APPLICATION FORM

Company information

Company name(s) _____

Postal address _____

_____ Postcode _____

Website address _____

Date established _____ No. of employees _____

Date of financial year end _____ Currency of financials _____

	Last year	This year	Next year (est.)
Turnover Domestic	_____	_____	_____
Turnover Non-Domestic (excl. USA/Canada)	_____	_____	_____
Turnover USA/Canada, subject to non-USA/Canadian Law	_____	_____	_____
Turnover USA/Canada, subject to USA/Canadian Law	_____	_____	_____
Gross Annual Margin	_____	_____	_____

What are your main business activities?



insured.™

General information

Number of days that your computer network is active within an annual period _____

What are your usual hours of operation? _____

Do you outsource the management of any of the following? _____

- (i) Server Hosting Yes No Vendor _____
- (ii) Application Hosting Yes No Vendor _____
- (iii) Website Hosting Yes No Vendor _____
- (iv) IT Support/ Infrastructure Management Yes No Vendor _____
- (v) Credit Card Processing Yes No Vendor _____

(vi) Are all servers, firewalls, etc located in a purpose built server room with restricted access and suitable protection? Yes No

(vii) Are back-ups taken at least weekly and stored off-site in a secure location? Yes No

(viii) Do you have an email & internet usage policy that has been shared with all staff? Yes No

(ix) Do you have a firewall architecture in place? Yes No

(x) Do all users have mandatory individual unique non-trivial user ID and passwords with passwords changes periodically? Yes No

(xi) Are all PCs and servers protected with up-to-date anti-virus? Yes No

(xii) What protocols and security measures are in place for remote access into your network? Please state n/a if no remote access.

Section 1 - Loss of or damage to computer hardware

If you require this cover please complete the following questions, if not please proceed to section 2 of the application form.

1.1 Are there any locations other than your main postal address where cover is required? Yes No

1.2 What is the sum insured for office-based computer equipment? _____

1.3 What is the sum insured for portable computer equipment? _____

1.4 What sum insured is required for additional expenditure during the policy term? _____

1.5 In the last three years have you had any losses relating to computer hardware that exceeded £10,000? Yes No

1.6 Are all premises where you house computer hardware of standard construction, including walls, roofs and floors? Yes No

Section 2 - Loss of data or unauthorised use

If you require this cover please complete the following questions, if not please proceed to section 3 of the application form.

2.1 Provide brief details of the functions of your internal IT network

2.2 What operating systems do you use (please select all that are relevant)?

Linux MAC Microsoft Windows Sun Solaris UNIX
 Other (please specify) _____

2.3 Please provide a general overview of your network security, including the use of DMZs, firewalls and servers with external access, including a network schematic if available

2.4 Please provide details of your security patch procedures

2.5 Please provide details of your system change controls

Section 3 - Business income and extra expense

If you require this cover please complete the following questions, if not please proceed to section 4 of the application form.

3.1 Please indicate in hours the time after which a network, website(s), etc. failure will start to result in a loss of revenues

3.2 What percentage of your gross sales or operations is undertaken via your website or your ability to function over the Internet?
Please provide a split of the three main activities/services and the percentage of the gross turnover which they represent

Activity _____ reflecting _____ % of gross turnover

Activity _____ reflecting _____ % of gross turnover

Activity _____ reflecting _____ % of gross turnover

3.3 Comment on recovery/contingency plans in place to avoid business interruption due to IT system failure, and/or alternative working procedures (interdependency, outsourcing, alteration of process, additional employment, redundant servers etc)

3.4 Is this plan regularly tested and updated? Yes No

3.5 Have you recently carried out an IT security audit? Yes No

By whom? _____ Date _____

Have all recommendations been implemented, if not what recommendations are still outstanding?

Section 4 - Disparagement, plagiarism and infringement

If you require this cover please complete the following questions, if not please proceed to section 5 of the application form.

4.1 Do you perform the following activities (whether through a hosted website, your own website or by your customers using products or services provided by you)?

(i) Storage of intellectual property of others? Yes No

(ii) Electronic publishing, marketing, dissemination or distribution of copyrighted material of others? Yes No

(iii) The ability to upload any content or information? Yes No

If Yes, please provide details

4.2 Do you have 'hold harmless' agreements in force with the owners of all third party content published? Yes No

4.3 Do you have content publication and take-down procedures in place? Yes No

Section 5 - Right of privacy and breach of confidence

If you require this cover please complete the following questions, if not please proceed to the declarations section of the application form.

Records and information management

Do you:

5.1 Classify your data, e.g. public, internal use only, confidential? Yes No

5.2 Post a privacy policy on your website which has been reviewed by a qualified lawyer? Yes No

5.3 Have procedures in force for honouring the specific marketing 'opt-out' requests of your customers that are consistent with the terms of your published privacy policy? Yes No

Storage of information

5.4 Do you perform any of the following activities (whether through a hosted website, your own website or products or services by your customers using provided by you)?

(i) Store customer/subscriber personally identifiable information? Yes No

(ii) Store credit/debit card data? Yes No

(iii) Store or access bank records or financial transactions? Yes No

What is the maximum number of personal/financial records held in any one location? _____

(iv) Provide any financial, legal or medical or other personal advice? Yes No

If Yes, please provide details

Information security

Do you:

5.5 Have mandatory security and privacy training for all staff? Yes No

5.6 Encrypt sensitive data whilst transmitted within or outside your organisation Yes No

5.7 Encrypt sensitive data held on your computer system? Yes No

5.8 Encrypt hard drives of laptops, Blackberries, home PCs etc? Yes No

5.9 Encrypt all wireless networks? Yes No

5.10 Encrypt all data physically taken from premises, e.g. back-up tapes, USB drives, discs etc? Yes No

5.11 Ensure access to sensitive data is limited to properly authorised requests? Yes No

5.12 Conduct regular reviews of your vendors and partners to ensure that they adhere to your data protection requirements? Yes No

Data management

Do you:

5.13 Monitor the length of time customer data is held and removed as appropriate? Yes No

5.14 Ensure deletion of sensitive data from systems and devices prior to disposal? Yes No

5.15 Securely dispose of data in physical form, e.g. paper, discs, etc? Yes No

5.16 Adhere to Payment Card Industry Data Security Standards? Yes No

Declarations

Claims and circumstances

During the last three years has anyone alleged that their personal information was compromised, or has the company notified customers that their information was or may have been compromised? Yes No

Has the company sustained any unscheduled network outage or interruption within the past 24 months? Yes No

Is the company or any of its partners, directors or officers aware of, or are there any circumstances that may give rise, or have given rise to a claim? Yes No

Has any person or organisation ever brought a lawsuit or made a claim against you involving an actual or potential (i) copyright infringement, (ii) trademark infringement, (iii) patent infringement, (iv) consumer litigation, (v) defamation action or (vi) privacy violation? Yes No

Have any partners, directors or officers of the company ever been convicted of a criminal offence other than a motoring offence? Yes No

Have any partners, directors or officers of the company ever been declared bankrupt whilst being a partner, director or officer of a company that went into liquidation or insolvency? Yes No

Has the company or any of its partners, directors or officers ever been declined an insurance policy, not invited to renew, or had an insurance policy cancelled? Yes No

If you answered Yes to any questions in the declaration, please provide additional details

Does the company's activities covered under this insurance involve any of the OFAC sanctioned countries, namely Iran, Cuba, Syria, North Korea or North Sudan? Yes No

Declaration

I declare (i) that the statements and particulars in this proposal are true and that no other material facts have been misstated, omitted or suppressed after enquiry; and (ii) I have obtained, and will obtain in the future, the express consent to the disclosure and use of personal and sensitive personal data from every data subject whose personal and sensitive personal data is supplied in connection with this proposal for the purposes of (a) underwriting the risks and (b) administering and performing any resulting insurance contract. I agree that this proposal, together with any other information supplied shall form the basis of any contract of insurance effected thereon. I undertake to inform the insurer promptly in writing of any material alteration to those facts occurring before completion of the contract of insurance. I confirm my understanding that the fact that specific questions have been asked in this questionnaire does not remove our company's obligation to inform ACE Europe of all other matters which are material to the risk for which we are seeking insurance.

Signed _____ Date _____

(by Chairman, Chief Executive or Company Secretary)

CONTACT US

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Ref: 155UK011013 Published October 2013