

## Our processing of your personal information – Users of the Cliverton Website

If you use or access the Cliverton website, this section will be applicable to you and will provide key information about how we use your personal information.

### What personal information will we collect?

- Name, contact details, postcode and IP address
- Risk information and details you complete and submit in order to obtain a quotation or purchase cover; this may include Special Categories of Data.

### Cookies

Cookies are very small, completely safe and secure text files which are downloaded to your computer or mobile device when you visit a website or application. Your web browser (e.g. Safari, Internet Explorer, Google Chrome or Mozilla Firefox) then sends these files back to the website or application every time you return so that your user personal settings can be recognised.

Cookies are useful and help website developers and companies improve your website browsing experience. Some cookies are strictly necessary to enable you to move around the site or to provide certain basic features. Other types of cookies are used to monitor and improve our website's functionality and performance.

We continually strive to provide you with the best user experience possible when visiting our website. We therefore use cookies for example to:

- Remember your settings during and between visits.
- Allow interaction between our website and social networks like Facebook.
- Gather anonymous data about our users and the way they interact with our website to serve relevant and functional content.
- Continually improve our website for you.

We do not sell the information collected by cookies, nor do we disclose the information to third parties, except where required by law (for example to government bodies and law enforcement agencies).

The cookies which we use on this website are as follows:

Cookie	Name	Purpose
Session cookie	bri28268	This cookie is essential for our site to provide online quotations and allow you to purchase an insurance policy. It also enables you to register and log into the web site. This cookie is automatically deleted when you close your browser.
Google Analytics		These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Cookie	Name	Purpose
	-gat	
	-ga	
	-utmz	
	-utmt	
	-utmcc	
	-utmb	
	-utma	

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Further information and how to opt-out can be found here:  
<http://www.google.co.uk/intl/en/analytics/privacyoverview.html>

We assume your consent to the use of cookies when you visit and use our website and most browsers are automatically set to accept them. You can alter the settings of your browser to prevent automatic acceptance of cookies, or delete cookies that have already been set. In this case, you may still utilise most of the sections on our website.

You can block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

### **How will we collect your personal information?**

We collect your information directly from our website.

### **What will we use your personal information for?**

We use your information in a number of different ways, depending on your particular circumstances. For every use, we must be able to demonstrate that there is a "legal ground" to do so. When using your "personal information", we will rely on the "legal grounds set out below:

- ***We have a business need to use your personal information***, such as developing and testing our systems, analysing our business and improving the services we offer, diagnosing any problems with our website and assessing usage of our website. When relying on this legal ground, we are under a duty to assess your rights and to ensure that we do not use your information unless we can demonstrate a legitimate business need.

**What is the purpose for using your personal information**

**Legal grounds for using your personal information**

To respond to any enquiries you make.

- We have a business need (to respond to all enquiries made on our website).

To provide marketing materials about products and services we think you might be interested in.

- We have a business need (to inform you about other services we offer).

## **Who will we share your personal information with?**

We do not share or distribute your personal information other than to the following third parties and only under the limited circumstances we have set out above:

- Other companies in the Ecclesiastical Group.
- Service providers we have contracted with relating to the website such as our subcontractors and agents and website providers.