



Home Legal Expenses **Policy**

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Home Legal Expenses is arranged by Aviva Direct Ireland Limited and administered and underwritten by DAS Legal Expenses Insurance Company Limited. DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority in the United Kingdom and is regulated by the Central Bank of Ireland for conduct of business rules

Welcome to **Home** Legal Expenses

This Legal expenses **policy** has been purchased as an additional optional product to **your home insurance policy** issued by Aviva Direct Ireland Limited. The period of covers under this policy runs concurrently with the **Period of insurance** for the **home insurance policy** that this **policy** was issued with and that remains in force. If you cancel your home insurance all cover under this **policy** will also be cancelled.

DAS Legal Expenses Company Limited administer and underwrite the cover under this **policy** issued to **you** by Aviva Direct Ireland Limited.

To make sure that you get the most from your home legal expenses cover, please take time to read the policy, which explains the contract between you and us.

If you have any questions or would like more information, please contact DAS Legal Expense Insurance Company Limited on **1890 253 065**

Your **Home** Legal Expenses Policy

Your policy only covers **you** if **you** have paid **your** premium. We agree to provide the insurance in this policy, keeping to the terms, conditions and exclusions as long as:

- the **Date of occurrence** of the insured incident happens during the **Period of insurance**, as shown in **your home insurance schedule** and which remains in force, and within the **Countries covered**; and
- any legal proceedings will be dealt with by a court or other body which **we** agree to in the **Countries covered**; and

- there are reasonable prospects for a civil case, (the prospect that the insured person will recover losses or damages or obtain any other legal remedy which **we** have agreed to, including an enforcement of judgment), or have a reasonable prospect of successful defence of a civil case. **We**, or a **representative**, will assess and determine whether there are reasonable prospects for a case to proceed. For criminal cases there is no requirement for there to be a prospect of a successful outcome.

The law which applies to the contract

Under European law and the law of the Republic of Ireland, **you** and **we** can choose the law which will apply to this contract. We propose that the law of the Republic of Ireland will apply. This insurance is provided by us, DAS Legal Expenses Insurance Company Limited.

Insurance Act 1936 (Section 93)

All money which is paid or may be paid by us to you under this policy will be paid in the Republic of Ireland

Stamp Duties Consolidation Act 1999

The appropriate stamp duty has been or will be paid in line with Section 5 of the Stamp duties Consolidation Act 1999.

Definitions

Wherever the following words or expressions appear in bold type they will have the meaning given to them below:

Policy

A **home** insurance **policy** issued by Aviva Direct Ireland Limited to which this legal expenses insurance **policy** attaches, as shown in **your home** insurance **policy** schedule, and which remains in force.

We, us, our

DAS Legal Expenses Insurance Company Limited, which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority of the United Kingdom.

Policyholder

The Aviva Insurance Limited **home** insurance **Policyholder** who holds a current **policy** and whose principal place of residence is in the Republic of Ireland and who has been declared to and accepted by **us**.

You, your

The **Policyholder**, and any member of your family who always lives with the **Policyholder**. Anyone claiming under this **policy** must have the **Policyholder's** agreement to claim.

Home

The house insured by **you** as specified in the home insurance **policy** and which is owned by **you**.

Legal costs

All reasonable and necessary costs charged by

the appointed lawyer on a party/party basis. Also the costs incurred by opponents in civil cases if **you** have to pay them, or pay them with **our** agreement including VAT where appropriate.

Countries covered

The European Union, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.

Period of insurance

The period of time covered as shown in **your home** insurance **policy** schedule issued by Aviva Direct Ireland Limited to which this legal expenses insurance **policy** attaches, which remains in force and for which the **Policyholder** has paid the premium (**note**: the period of covers runs concurrently with the **Period of insurance** for the **home** insurance policy that this **policy** was issued with and remains in force).

Date of occurrence

- (a) For civil cases, the **date of occurrence** is the date of the event which leads to a claim. If there is more than one event arising at different times from the same originating cause, **Date of occurrence** is the date of the first of these events.
- (b) For criminal cases, the **Date of occurrence** is when **you** committed, or are alleged to have committed the offence in question.
- (c) For the purposes of *Section 1 - Insured*

Incident - Sub Section 7. Tax Protection
the **Date of occurrence** is when the Revenue Commissioner first notifies you in writing of their intention to make an enquiry.

Identity theft

The theft or unauthorised use of your personal identification which has resulted in the unlawful use of their identity.

Revenue audit

An examination by the Revenue Commissioner of **your** self assessment return for income tax or capital gains tax.

Representative(s)

The lawyer, solicitor, accountant or other suitably qualified person, who has been appointed by **us** to act for **you** in accordance with the terms of this policy.

Legal costs

All reasonable and necessary costs charged by the **Representative** on a party/party basis. For the purposes of *Section 1 - Insured Incident - Sub Section 1 Bodily Injury* we will initially pay the application fee required by the Injuries Board (IB).

Helpline Services

We provide these services 24 hours a day, 7 days a week during the **Period of insurance**. To help us check and improve our service standards, **we** may record all calls.

Once **we** have accepted **your** claim, **we** will provide the following services;

1. Legal Advice Service

We will give **you** confidential legal advice over the phone on any personal legal problem, under the laws of the Republic of Ireland, United Kingdom, Channel Islands and Isle of Man.

Our legal advisors provide advice on the laws of the Republic of Ireland 24 hours a day, 7 days a week, 365 days a year. Where advice is sought in an area of law beyond this jurisdiction or in respect of very specialist matters, **we** will refer **you** to one of **our** specialist advisors.

Specialist advice is provided 9am - 5pm, Monday to Friday, excluding public and bank holidays. If calls are made outside these times, **we** will call **you** back.

For this Legal Advice Service call us on 1890 253 065

2. Health & Medical Information Service

We will give **you** information over the phone health and fitness, and non-diagnostic advice on medical matters. Advice can be given on allergies, the side effects of drugs and how to improve general fitness.

For this Health & Medical Information Service call us on 1890 254 164

3. Counselling

We will provide **you** with a confidential counselling service over the phone if **you** are aged 18 or over including, where appropriate, onward referral to relevant voluntary or professional services.

For this counselling service phone us on 180 670 407.

4. Identity theft Service

We will provide **you** with detailed guidance and advice over the phone for any concerns about being or becoming a victim of Identity theft.

For this Identity theft service phone us on 1890 253 064.

The helpline is open 9am to 5pm, Monday to Friday. We will not be responsible to you if the Helpline Services fail for reasons we cannot control.

Home Claim Line

If **you** have had an accident which may give rise to a claim under **your home** insurance policy, which has been issued by Aviva Ireland Limited, **you** must notify **your home** insurer immediately. **You** can contact them 24 hours a day, 365 days a year on 1890 666 888 for help and advice on all **home** insurance claims.

Please phone 1890 666 888 to report a Home insurance claim

Making a Claim

If **you** are involved in an incident or accident, remember to write down as many details as possible, including the names and addresses of anyone who may have been involved or seen the incident or accident, **we** may also request a Garda report providing details of any incident.

You must let **us** know as soon as possible after any incident which may give rise to a claim under this **policy** and provide any such requested information, either by giving it to **your** insurance adviser or by sending it to **us** at the address opposite.

If you need any other help from us

You can phone **us** at any time on **1890 253 065** for legal advice on any personal legal issues. If **you** are not sure what to do after an incident, call **our** Legal Advice Service on 1890 253 065.

If **we** cannot deal with **your** personal legal problem through the legal advice **we** provide **you** over the helpline services provided and the issue needs to be dealt with as a potential claim under this **policy** (with the other covers provided), please phone **us** on **01 670 7470** and **we** will send **you** a claim form.

We cannot confirm cover for **your** claim over the phone. Please send **your** completed claim form or written details of **your** claim to the **Claims Department, DAS Legal Expenses Insurance Company Limited, Europa House, Harcourt Centre, Harcourt Street, Dublin, D02 WR20** or e-mail to **claims@das.ie**.

When we cannot help

We will not be able to help you if **we** think there is little chance winning a case, recovering losses or damages or obtain any other legal remedy which **we** have agreed to, including an enforcement of judgment. Please do not retain the services of a lawyer, or anyone else, before **we** have agreed this in advance with you. If **you** do, **we** will not pay the cost involved

Complaints Policy

We aim to give excellent service to all **our** customers; however, **we** recognise that things may occasionally go wrong. **We** will do **our** best to deal with **your** complaint as effectively and quickly as possible.

If **you** think **we** have let you down, please contact **us** during standard office hours on **01 670 7470** or email on **customerrelations@das.ie**

Or please write to **our** Head of Operations at **DAS Legal Expenses Insurance Company Limited, Europa House, Harcourt Centre, Harcourt Street, Dublin 2, D02 WR20.**

Details of **our** internal complaint handling procedures are available on request.

If **you** are still not satisfied **you** can contact the **Financial Services and Pensions Ombudsman, Lincoln House, Lincoln Place, Dublin 2, D02 VH29**

Phone: 01 567 7000

E-mail: info@fspoi.ie

Website: www.fspoi.ie

You can also contact the Insurance Information Service at Insurance Ireland, **5 Harbourmaster Place, IFSC, Dublin 1, D01 E7E8** or by phoning **01 676 1820**. Website **www.insuranceireland.eu**

Using these services does not affect **your** right to take legal action

DAS Head and Registered Office:

DAS Ireland is a branch office of DAS Legal Expenses Insurance Company Limited, having its registered office at **DAS House, Quay Side, Temple Back, Bristol, BS1 6NH**. Registered in England and Wales,

company number 103274. Registered as a branch in Ireland under number 903779. Website: **www.das.ie**

DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority in the United Kingdom and is regulated by the Central Bank of Ireland (C738) for conduct of business rules.

Section 1 - Insured Incidents (What is Covered)

1. Bodily Injury

To **defend your** legal rights in a claim against a party who causes the death of, or bodily injury to, **you**. This includes helping **you** to register **your** claim with the Injuries Board (IB).

Exclusions to Sub Section 1 - Bodily Injury

- a) Illness or bodily injury, which happens gradually or is not caused by a specific or sudden accident.
- b) Psychological injury or mental illness unless the condition follows a specific or sudden accident that has caused physical bodily injury to you.
- c) Clinical negligence
- d) The cost of obtaining a medical report when registering a claim with the IB.

2. Clinical Negligence

To **defend your** legal rights where it is alleged that accidental death or bodily injury to **you** has resulted from a single negligent act of surgery, clinical or medical procedure performed by a qualified medical professional.

Exclusions to Sub Section 2 – Clinical Negligence

- a) The alleged failure to correctly diagnose **your** condition.
- b) Psychological injury or mental illness that is not associated with **you** having suffered physical bodily injury.

3. Contract Disputes

(1) To defend **your** legal rights in a contractual dispute arising from an agreement or an alleged agreement

which **you** have entered into for:

- (a) buying or hiring goods or services; or
 - (b) selling goods;
- (2) To defend **your** legal rights in a contractual dispute arising from an agreement which **you** have entered into for the buying or selling of **your** principal home;

Provided that in both (1) and (2) :

- (i) **You** have entered into the agreement or alleged agreement during the Period of insurance;
- and
- (ii) the amount in dispute is more than €125.

Exclusions to Sub Section 3 – Contract Disputes

A claim relating to:

- (a) a contract regarding **your** trade, profession, occupation, employment, or any business venture;
- (b) construction work on any land, or designing, converting or extending any building where the contract value exceeds €7,500 (including VAT);
- (c) the settlement payable under an insurance **policy** (**we** will negotiate if **your** insurer refuses **your** claim, but not for a dispute over the amount of the claim);
- (d) a dispute arising from any loan, mortgage, pension, investment, borrowing or any other financial product;
- (e) a dispute over the terms of a lease of land or buildings or a licence

or tenancy of land or buildings. However, **we** will cover a dispute with a professional adviser in connection with the drafting of a lease, licence or tenancy agreement.

4. Identity theft

1. Identity theft support service

Following a call to the **Identity theft** helpline service, **we** will help **you** reestablish **your** identity and credit status if **you** have become a victim of **Identity theft**. **We** will assign a personal caseworker who will provide phone advice to help reestablish **your** identity.

2. Legal costs

Following **your Identity theft**:

- (a) **we** will pay **Legal costs** to reestablish **your** identity including costs for the signing of statutory declarations or similar documents;
- (b) **we** will defend **your** legal rights in a dispute with debt collectors or any party pursuing legal action against **you** arising from or relating to **Identity theft**;
- (c) **we** will pay loan-rejection fees and any re-application administration fee for a loan when **your** original application has been rejected due to **Identity theft** **Provided that**
 - (i) **you** file a Garda report and notifies banks and building societies as soon as possible; and
 - (ii) **you** tell **us** if **you** have ever previously suffered **Identity theft**; and

- (iii) **you** take all reasonable action to prevent continued unauthorised use of **your** identity.

Exclusions to Sub Section 4 - Identity Theft

- (a) Fraud committed by anyone else who is insured **under this policy**.
- (b) Losses arising from **your** business activities

5. Employment Disputes

We will defend **your** legal rights in a dispute relating to **your** contract of employment or future employment.

Exclusions to Sub Section 5 – Employment Disputes

- (a) Employers' disciplinary hearings or internal grievance procedures.
- (b) Any claim relating solely to personal injury.

6. Property Protection

We will:

- (a) defend **your** legal rights in a civil action; and/or
- (b) arrange mediation (if appropriate); for a dispute relating to material property (including **your** principal and holiday home) which is owned by **you**, or for which **you** are responsible, following:
 - (1) an event which causes physical damage to such material property;
 - (2) a legal nuisance (meaning any unlawful interference with **your** use or enjoyment of **your** land, or some right

over, or in connection with it);

(3) a trespass.

Exclusions to Sub Section 6 – Property Protection

- (a) A claim relating to:
- i a contract entered into by **you**;
 - ii any building or land other than **your** principal or holiday home;
 - iii someone legally taking **your** material property from **you**, whether you are offered money or not, or restrictions or controls placed on **your** material property by any government or public or local authority;
 - iv work done by, or on behalf of, any government or public or local authority unless the claim is for accidental physical damage;
 - v mining subsidence.
- (b) Defending a claim relating to an event that causes physical damage to material property, but defending a counter-claim is covered.

7. Tax Protection

In the event of a **Revenue audit** relating to **your** self-assessment tax return, **we** will arrange for a **Representative** to negotiate for **you**, and represent **you** in any appeal proceedings.

Exclusions to Sub Section 7 – Tax Protection

- (a) A claim relating to an off shore account held by **you**.
- (b) The tax affairs of a company, or any claim if **you** are self-employed, a soletrader, or in a business partnership

(c) Any Revenue Commissioner's audit where **you** have not submitted a selfassessment tax return.

8. Legal Defence

- (1) **we** will defend **your** legal rights if an event arising from **your** work as an employee leads to:
- (a) **you** being prosecuted; or
 - (b) civil action being taken against **you** under legislation for unlawful discrimination.
- (2) **we** will defend **your** legal rights if an event leads to **your** prosecution for an offence connected with the use or driving of a motor vehicle.

Exclusions to Sub Section 8 – Legal Defence

- (a) Parking or obstruction offences
- (a) **Your** driving of a motor vehicle for which **you** do not have valid motor insurance.

All insured incidents under Section 1

For all insured incidents **we** will help in appealing or defending an appeal provided that **you** tell **us** that **you** want **us** to appeal within the time limits allowed. Before **we** pay any **Legal costs** for appeals, **we** must agree that it is more likely than not that the appeal will succeed. The most **we** will pay for all claims resulting from one or more event arising at the same time or from the same cause is €65,000

Section 2 - General Exclusions (What is not Covered)

This **policy** does not cover:

- 1 A claim where the **Policyholder** has failed to notify **us** of the insured incident within a reasonable time of it happening and where this failure adversely affects the prospect of successfully recovering damages (or getting any other legal remedy that **we** have agreed to) or of making a successful defence.
- 2 Any **Legal costs** that are incurred before **we** agree to pay them.
- 3 Fines, damages or other penalties, which **you** are ordered to pay by a court or other authority;
- 4 Any claim relating to the settlement payable under an insurance **policy**.
- 5 Any claim caused by, contributed to by or arising from:
 - (a) ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from burning nuclear fuel;
 - (b) the radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or nuclear part of it;
 - (c) war, invasion, foreign enemy hostilities (whether war is declared or not), civil war, rebellion, revolution, military force or coup;
 - (d) pressure waves caused by aircraft or any other airborne devices travelling at sonic or supersonic speeds.
- 6 Any disagreement with **us** that is not in Condition 7.
- 7 The cost of obtaining a medical report when registering a claim with the Injuries Board (IB).
- 8 Any legal action **you** take which **we** or the **representative** have not agreed to or where **you** do anything that hinders us or the **representative**.
- 9 Costs and expenses arising from or relating to Judicial Review, coroner's inquest or fatal accident inquiry.
- 10 Any claim arising from an event, which happens, or a series of events, which starts, outside the **Period of insurance**.
- 11 Any claim which is false or fraudulent or where part thereof is false or fraudulent
- 12 Any claim more specifically insured or any amount that **you** cannot recover from a more specific insurance because the insurer refuses the claim.

Conditions

- 1 **You** must:
 - (a) keep to the terms and conditions of this **policy**;
 - (b) take reasonable steps to keep any amount **we** have to pay as low as possible;
 - (c) try to prevent anything happening that may cause a claim;
 - (d) send **us** all documents, proof, information and any letter or legal summons or similar document **we** may request from **you**;
 - (e) **You** must let **us** know immediately about any event which may give rise to a claim under this **policy** and give **us** any information **we** need or request.
- 2 **We** can take over and conduct, in **your** name, any claim or legal proceedings at any time. **We** can negotiate and settle any claim on **your** behalf.
- 3 (a) subject to **our** prior approval, **you** may choose an **representative** (by sending us a suitably qualified person's name and address) if:
 - (i) **we** agree to start court proceedings and it becomes necessary for a lawyer to represent **your** interests in those proceedings; or
 - (ii) there is a conflict of interest.

(b) In all circumstances except those in 3(a) above, **we** are free to choose an **representative**.

(c) An **representative** will be appointed by **us** and represent **you** according to agreed terms of appointment between both parties. The appointed lawyer must cooperate fully with us at all times.
- (d) **we** will have direct contact with the **representative**.
- (e) **You** must co-operate fully with **us** and with the **representative** and must keep **us** up-to-date with the progress of the claim.
- (f) **You** must give the **representative** any instructions that **we** require.
- 4 (a) **You** must tell **us** if anyone offers to settle a claim.
- (b) If **you** do not accept a reasonable offer to settle a claim, **we** may refuse to pay further **legal costs**.
- (c) **You** must not negotiate or agree to settle a claim without **our** approval.
- (d) **we** may decide to pay **you** the amount of damages he or she is claiming instead of starting or continuing legal proceedings
- 5 **You** must:
 - (a) tell the **representative** to have **Legal costs** taxed, assessed or audited, if **we** ask for this;
 - (b) take every step to recover **Legal costs** and Injuries Board application fee that **we** have to pay and must pay us any **Legal costs** and Injuries Board application fee that are recovered.
- 6 If an **representative** refuses to continue acting for **you** with good reason, or if **you** dismiss an

- representative** without good reason, the cover **we** provide will end at once, unless we agree to appoint another **representative**.
- 7 If **you** stop a claim without **our** agreement, or do not give suitable instructions to an **representative**, the cover **we** provide will end at once.
 - 8 If there is a disagreement about the way **we** handle a claim that is not resolved through **our** internal complaints procedure, **you** can contact the Financial Services and Pensions Ombudsman office for help. Any dispute between **you** and **us** (about **our** liability over a claim or the amount to be paid) must be referred (within 12 months of the dispute arising) to an arbitrator appointed jointly by **you** and **us**. If **you** and **we** cannot agree on an arbitrator, the President of the Law Society of Ireland will decide on the arbitrator and the decision of that arbitrator will be final. If you do not refer the dispute to arbitration within 12 months, **we** will treat the claim as abandoned.
 - 9 **We** may, at **our** discretion, require **you** to obtain, at **your** expense, an opinion from a lawyer, accountant or other suitably qualified person chosen by **you** and **us**, on the merits of a claim or proceedings. If the chosen person's opinion indicates that it is more likely than not that **you** will recover damages (or obtain any other legal remedy that **we** have agreed to) or make a successful defence, **we** will pay the cost of obtaining the opinion.
 - 10 **We** can cancel this **policy** at any time as long as **we** tell the **Policyholder** at least 14 days beforehand. The **Policyholder** can cancel this **policy** at any time as long they tell **us** at least 14 days beforehand. If **we** cancel **You** may be entitled to a pro rata return of premium.
 - 11 **We** will not pay any claim covered under any other **policy**, or any claim that would have been covered by any other **policy** if this **policy** did not exist.
 - 12 This **policy** will be governed by Irish Law. All Acts of the Oireachtas within the **policy** wording shall include any subsequent amendment or replacement legislation.
 - 13 **You** cannot transfer **your** rights under this legal expense insurance.
 - 14 **We** may pursue legal proceedings in **your** name to recover any payments the insurer has made under this motor legal expenses policy.

Data Protection

In order to provide and administer the legal advice service and legal expenses insurance cover provided in this **policy** **we** must process **your** personal data (including sensitive personal data) that **we** collect from **you** in accordance with **our** Privacy Policy. To do so, **we** may need to send your information to other parties, such as lawyers or other experts, the court, insurance intermediaries, insurance companies, appointed service providers, specialist agencies so they may contact **you** to ask for **your** feedback, or members of the DAS UK Group.

To give **you** legal advice, **we** may have to send information outside the European Economic Area. Some of the organisations **we** share information with are located outside of the European Economic Area. These locations may not provide an adequate level of protection. We'll always take steps to ensure that any such transfer of information is carefully managed to protect **your** privacy rights. For more information on this please see **our** Privacy **Policy** or contact us in one of the ways described below.

We will not disclose **your** personal data to any other person or organisation unless **we** are required to by **our** legal and regulatory obligations, or for the prevention and detection of crime, including fraud and financial sanctions. To prevent and detect crime **we** may use and share your data with other organisations and public bodies, including the Gardai and anti-fraud organisations.

We collect and use personal information about **you** so that **we** can provide **you**

with an insurance policy that suits **your** insurance needs. This notice explains the most important aspects of how **we** use **your** information and what rights **you** have in relation to **your** personal information but you can get more information about the terms **we** use and view **our** full Privacy **Policy** at **our** Privacy page on www.das.ie, request a copy by writing to **us** at Data Protection Officer, DAS Legal Expenses Insurance Company Limited, Europa House, Harcourt Centre, Harcourt Street, Dublin 2, D02 WR20 or call **us** at **01 670 7470**

The data controller responsible for this personal information is DAS Legal Expenses Insurance Company Limited ("**we**" "**us**" "**our**") as the insurer of the product. Additional controllers include your intermediary (Aviva Insurance Direct Limited) who is responsible for the sale and distribution of the product, any applicable reinsurers and any solicitor used by **you** or **us** in the provision of the service under this policy.

1. Personal Information we Collect

Your data: The personal information **we** collect and use may include **your** name, address, telephone number and/or email address, date of birth or age, occupation, other products **you** have purchased from us, insurance requirements including details about **your home** or vehicle, claims history, employer details (where necessary), driver licence details, marital status, unspent criminal convictions and penalty points, Road Traffic offences.

Other people's data: As well as collecting personal information about you,

we may also use personal information about other people, for example family members **you** are covered by this policy.

Note: If you are providing information about another person we expect you to show them this data protection notice and ensure that they have given you permission to provide this information to us so that we can provide a quote. If they have any concerns, please ask them to contact us at 01 670 7470.

Claims data: If a claim is made **we** may also collect personal information about the claim from **you** and any relevant third parties.

Note: 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 provide **you** with the services under this product or any claim **you** make. **We** will let **you** know what information is required to proceed with any claim **you** make. When **you** opt to purchase this optional cover, which is available with **your** motor insurance policy, the following information will be provided to **us** by **your** intermediary to allow **us** to provide the service to you;

- (a) Name of the **Policyholder** as shown on your motor insurance **policy**
- (b) Address as shown on **your** motor insurance policy
- (b) The Motor insurance **policy** number associated with this **policy**

Health data: we may need to ask for

details relating to **your** health, the health data of somebody else covered under this **policy** or injuries **you** have sustain. This will be for the purposes of providing **you** with the services under this **policy** and making a claim.

Criminal conviction data: we may ask for details relating to any unspent criminal convictions **you** and anybody else covered under **your policy** may have. This will be for the purposes of providing **you** with the services under this **policy** and making a claim.

We recognise that information about health data and criminal convictions is particularly sensitive information. We will only collect and use such data from you for the purposes of providing you with the services under this policy and making a claim. we may also need to use your health and/ or criminal data for the purposes of establishing, exercising or defending legal rights, including in connection with advice, claims, or proceedings, and where authorised by law.

2. How We Collect Your Personal Information

We may collect personal information about **you** or other people, for example family members **you** are covered by this policy, from:

- you;
- others covered by this **policy**
- other people who live with **you** in an insured property or drivers covered to drive under **your** car policy
- **your** intermediary (Aviva Direct Limited);

- publicly available information including social media websites and online content, newspaper articles, TV, radio and other media content, court judgements;
- third parties involved in a claim (including a claimant, private investigators engaged by us, witnesses, solicitors and independent experts);

3. How We Use Your Personal Information

We may collect and use **your** information for the purposes, and on the legal basis, set out below:

Purpose for which it is used	Our legal basis for using it
To verify your identity	<ul style="list-style-type: none"> To perform the policy To comply with our legal obligations
To provide you with insurance cover and administer your insurance policy, including dealing with any queries about your policy.	<ul style="list-style-type: none"> To perform the policy
To validate, investigate and/or process any claims you or another person makes in relation to your insurance policy.	<ul style="list-style-type: none"> To perform the policy To comply with our legal obligations
To comply with laws and regulations	<ul style="list-style-type: none"> To comply with our legal obligations

4. How We Share Your Personal

Information With Others

We may share **your** personal information:

- with **our** agents and third parties who provide services to **us**, (either directly or via those acting for us such as solicitors, loss adjusters or investigators) to help **us** administer **our** products and services;
- with regulatory bodies and law enforcement bodies, including the Gardaí, e.g. if **we** are required to do so to comply with a relevant legal or regulatory obligation; and
- with reinsurers who provide reinsurance services to DAS. Reinsurers will use **your** data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims 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.

5. How Long We Keep Your Personal Information For

Where **you** purchase a product from us, information will be held for the duration of **your** insurance cover and for at least six years after **our** relationship ends in order to comply with applicable laws and regulations and for use in connection with any claims. For more information on **our** data retention policies please see **our** Privacy **Policy** or contact us.

6. Your Rights in Relation to Your

Personal Information

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;
- to move certain data to other providers;
- where **we** rely on **your** consent as **our** legal basis for use of **your** personal data **you** have a right to withdraw **your** consent to such use.

Note: you have the right to object to use of personal information based on legitimate business interests. If you do object, we will have an opportunity to demonstrate that there are compelling legitimate grounds which override your rights and freedoms or that processing is necessary for the establishment, exercise or defence of legal claims. Please note that any successful objection may prevent us assessing future claims and/or the policy may be cancelled.

7. 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 **us** by either emailing **us** at **dataprotection@das.co.uk**, writing to DAS Legal Expenses Insurance Company Limited, Europa House, Harcourt Centre, Harcourt Street, Dublin 2, D02 WR20. 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 Office of the Data Protection Commissioner at any time.



*For our joint protection, we may record and
monitor phone calls.*

Aviva Direct Ireland Limited

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