

## PRIVACY NOTICE

### INTRODUCTION

Thank you for choosing Old Mutual. Old Mutual ("we", "us" or "our"), as data controller, respects your privacy and is committed to protecting your personal data and the personal data of third parties that you provide to us. This Privacy Notice is a summary of our Privacy Policy and describes how we collect, use, disclose, transfer, store or otherwise process your personal data and tells you about your privacy rights and how the law protects you. For the full version of the Privacy Policy, please visit [oldmutual.co.ke](http://oldmutual.co.ke) or contact us for a copy.

Personal data means any information relating to you as an identified or identifiable natural person. In order for us to provide the services you have requested from us, it is necessary that we collect and process personal data from you.

### THE TYPES OF PERSONAL DATA THAT WE COLLECT

We may collect, use, store, transfer or otherwise process personal data about you or persons connected to you including identification information such as name and national identity card number or passport number, KRA PIN, nationality, gender, contact information such as email address, telephone number and postal address and information relevant to your insurance policy or relevant to your claim such as your health data.

If we require information about other people connected to you, we may request you to provide such information. If you are providing information about another person, please ensure that they know you are doing so and are content with their information being provided to us. It might be helpful to show them this Privacy Notice and our Privacy Policy and direct them to us if they have any concerns.

### HOW DO WE COLLECT YOUR PERSONAL DATA?

For most part, we will collect personal data directly from you and this may include personal data you provide when you apply for our products or services, make enquiries, register for our products offered through mobile and online platforms, request marketing information to be sent to you, give us feedback or contact us.

In some instances, we may collect and receive your personal data from third parties or publicly available sources including medical professionals and hospitals; directly from an individual or employer (or your employer's service provider) who has a policy with us under which you are insured; directly from an employer which funds a cover that we administer where you are a beneficiary; directly from a person who is making a claim or application to us and they include information about you which is related to that claim or application; insurance brokers or agencies; the Government of Kenya's e-citizen portal, Integrated Population Registration Services platform and other Government platforms; or publicly available sources such as the Companies Registry and the Business Registration Service.

### HOW DO WE USE YOUR PERSONAL DATA AND WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?

**We use your personal data to provide you with our insurance services. In this regard, we rely on the following lawful basis for processing your personal data:**

- **Performance of contract:** Including setting up and administering a contract of insurance by providing you with a quote for the insurance policy, underwriting the risks to be insured or processing any claims that might be submitted under the policy;
- **Legal and regulatory obligations:** Compliance with our legal and regulatory obligations such as KYC obligations under different statutes including the Proceeds of Crime and Anti-Money Laundering Act (No.9 of 2009) and the Tax Procedures Act (No. 29 of 2015);
- **Consent:** We will also rely on your consent as a lawful basis for processing your personal data in the instances where we (a) process personal data relating to a child; (b) process sensitive personal data outside Kenya; and (c) provide you with marketing information; and
- **Legitimate interests:** for our legitimate business interests, including prevention and detection of fraud.

In the event that you fail to provide us with your personal data when requested, we may not be able to perform the contract we have or that we wish to enter into with you. In that case, we may have to cancel a product or service you have with us.

You have the right to withdraw your consent to our processing of your personal data at any time but please note, that your withdrawal will not affect the lawfulness of our processing of your personal data which was based on prior consent before your withdrawal or which is based on other legal basis for processing of your personal data. Please further note we may not be able to provide you with our products and services if you withdraw your consent.

### WHO DO WE SHARE YOUR PERSONAL DATA WITH?

In connection with the above purposes, we may share your personal data with third parties located within and outside Kenya such as our affiliates, public authorities or governments when required by law, our third-party service providers who help us manage our products and services including those service providers who maintain our IT and office systems, provide marketing and advertising services, provide application processing, fraud monitoring, call center and/or other customer services. In that connection, we will take adequate steps to protect your personal data including entering into agreements with third party recipients of your personal data (as applicable) governing protection of personal data.

### DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. We have also put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### RETENTION AND STORAGE OF YOUR PERSONAL DATA

We will only retain your personal data for as long as may be necessary to fulfil the purpose we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting obligations.

## **YOUR LEGAL RIGHTS**

### **You have the right to:**

- Be informed of the use to which your personal data is to be put as we have endeavoured to outline in this Privacy Notice and our Privacy Policy;
- Request access to your personal data that we hold about you;
- Object to the processing of all or part of your personal data;
- Request correction of inaccurate, false or misleading data that we hold about you; and
- Request deletion of false or misleading data that we hold about you.

## **CONTACTING US**

**If you have any concerns about the use of your personal data, questions about this Privacy Notice or our Privacy Policy including any requests to exercise your legal rights under the law, please contact us using the details set out below:**

**Email address:** life@oldmutual.co.ke

**Postal address:** PO Box 23842 00100, Nairobi, Kenya

**Physical address:** Old Mutual Tower, Upper Hill Road, Upper Hill, Nairobi, Kenya

**Telephone number:** +254 711 010 000, +254 711 065 000

We will respond to your questions or concerns in a timely manner and in compliance with the relevant laws.

Old Mutual Life Assurance Kenya Limited  
 Old Mutual Tower, Upper Hill Road, Upper Hill, Nairobi | P.O. Box 23842 00100, Nairobi, Kenya  
 Tel: +254 711 010 000, +254 711 065 000 | Email: life@oldmutual.co.ke  
 oldmutual.co.ke

**All questions must be answered in full. Please tick appropriate boxes.**

**PROPOSER**

First Name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

PIN No.: \_\_\_\_\_

Telephone No.: Home: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Work: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Trade/Business Occupation: \_\_\_\_\_

Period of insurance: From: \_\_\_\_\_ To: \_\_\_\_\_

**Consent for Processing Sensitive Personal Data Outside Kenya:** Sensitive personal data means data revealing your race, health status, ethnic social origin, conscience, belief, genetic data, biometric data, property details, marital status, family details including names of your children, parents, spouse or spouses, sex or your sexual orientation. In some instances, it may be necessary that we process your sensitive personal data outside Kenya in connection of which we are required to obtain your consent. By signing below, you agree that you have read and understood the above Privacy Notice and our Privacy Policy and you hereby authorise us to process your sensitive personal data outside Kenya.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4	VEHICLE 5
Registration					
Make					
Type of body					
Year of make					
Chassis number					
Engine number					
Cubic capacity (CC)					
Tonnage					
No. of Seats					
Colour					
Date of purchase					
Name of the seller					
Estimated value (duty paid)					
Estimated value (free duty)					

**COVER**

1. What type of motor insurance cover do you require? (Tick One)

1.1 **Comprehensive**

**Rate**

Gold	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5.25% Min Kshs. 50 000 (Vehicles upto 2 tons)
Silver	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5% Min Kshs. 35 000 (Vehicles upto 2 tons)
Standard	Yes <input type="checkbox"/>	No <input type="checkbox"/>	5% Min Kshs. 25 000 (Vehicles upto 2 tons)

1.2 **Third party fire and theft**

Yes  No

1.3 **Third party only**

Yes  No

2. 2.1 Are you the owner of the vehicle(s)?

Yes  No

2.2 Is/Are the vehicle(s) registered in your name?

Yes  No

(Attach copy of the log book or importation papers (if motor vehicle not yet registered)

2.3 If not, in whose name is/are they registered? \_\_\_\_\_

2.4 Has custom duty been paid in full?

Yes  No

If not why? \_\_\_\_\_

3. 3.1 Is a finance company or any other party financially interested in this vehicle?

Yes  No

3.2 If yes state name and address:

\_\_\_\_\_

4. 4.1 Is/are the vehicles fitted with an anti theft device(s)?

Yes  No

4.2 If so, attach certificate of installation.

(Please note an excess of 25% of value applies if not fitted)

5. Will the vehicle(s) be used exclusively:

5.1 For carriage of own goods?

Yes  No

5.2 For carriage of other persons goods?

Yes  No

5.3 For carriage of passengers ?

Yes  No

5.4 For any other purposes?

Yes  No

If "Yes" please give details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. If goods are to be carried, state the nature of such goods:

\_\_\_\_\_

\_\_\_\_\_

7. 7.1 If passenger cover is required, will passengers be carried for hire or reward?

Yes  No

7.2 Will carriage of other peoples goods be for hire or reward?

Yes  No

**DRIVING EXPERIENCE**

1. 1.1 Do you/the person designated to drive hold a valid driving license?

Yes  No

If yes state class of license:  A  B  C  D  E  F  G  H

1.2 State date when license was attained: \_\_\_\_\_

2. Do you or does any person, who to your knowledge will drive:

2.1 Suffer from defective vision or hearing?

Yes  No

2.2 Suffer from any other infirmity which may affect your/his/their driving skills?

Yes  No

## PREMIUM WORKOUT

	GOLD		SILVER		STANDARD	
	RATE	PREMIUM	RATE	PREMIUM	RATE	PREMIUM
<b>BASIC PREMIUM</b>	4.8%		4.5%		4%	
<b>Extras:</b> Windscreen (extra limit)	10%		10%		10%	
Radio Cassette (extra limit)	10%		10%		10%	
Others	10%		10%		10%	
<b>Sub Total</b>						
<b>Levies at 0.45%</b>						
<b>Stamp Duty</b>						

**Consent for Marketing Purposes:** We would like to use your details to provide you with information about insurance products, services and special offers from us or our affiliates. Please note that if you do not want to receive our marketing information you may opt-out by contacting us at any time.

**Please tick the relevant boxes below if you agree to receive marketing information from us:**

- I consent
- I do not consent to receiving marketing information

## DECLARATION

I/We declare that to my/our knowledge the answers and particulars given in this proposal are true and complete and that I/we have not held any material information and that the vehicle(s) described above is/are in good condition. I/we have also read and understood that this proposal and declaration shall be the basis of the contract between me/us and Old Mutual. I/we understand that the vehicle(s) described above will not be used for the conveyance of passengers or goods for hire or reward. I/We confirm that I/we have read and understood the above Privacy Notice and the Privacy Policy and that any queries/concerns I/we have with regard to the nature and purpose of the processing of personal data have been adequately addressed.

Name of the person completing proposal form \_\_\_\_\_

Proposer's Signature \_\_\_\_\_

Date of completion of proposal form \_\_\_\_\_