

Data Insurance

Renewal proposal



Important Notice

- This is a proposal for a contract of insurance, in which 'Proposer' or 'you/your' means the individual, company, partnership, limited liability partnership, organisation or association proposing cover.
- This proposal must be completed, signed and dated. All questions must be answered to enable a quotation to be given but completion does not bind you or Underwriters to enter into any contract of insurance. If space is insufficient to answer any questions fully, please attach a signed continuation sheet. You should retain a copy of the completed proposal (and of any other supporting information) for future reference.
- All facts material to the proposed insurance must be disclosed, fully and truthfully to the best of your knowledge and belief. Failure to do so may make the contract of insurance voidable or severely prejudice your rights in the event of a claim. A material fact is one likely to influence Underwriters' assessment or acceptance of the proposal; if you are uncertain what may be a material fact, you should consult your broker.
- You are recommended to request a specimen copy of the proposed policy wording from your insurance broker and to consider carefully the terms, conditions, limitations and exclusions applicable to the cover.

Broker details

Broker company name	<input type="text"/>		
First name	<input type="text"/>	Last name	<input type="text"/>
Mobile	<input type="text"/>	Work phone	<input type="text"/>
Email address	<input type="text"/>		

Policyholder/Company contact details

First name	<input type="text"/>	Last name	<input type="text"/>
Mobile	<input type="text"/>	Work phone	<input type="text"/>
Email address	<input type="text"/>		
Role	<input type="text"/>		

Company details

Company name/ Trading as	<input type="text"/>
Business description	<input type="text"/>
Website	<input type="text"/>

Company Address	<input type="text"/>		
Suburb	<input type="text"/>	Town/City	<input type="text"/>
Postal address	<input type="text"/>		
Suburb	<input type="text"/>	Town/City	<input type="text"/>
Estimated turnover for the coming 12-month period?	<input type="text"/>		
Annual Aggregate Policy Limit	<input type="checkbox"/> \$250,000	<input type="checkbox"/> \$500,000	<input type="checkbox"/> \$1m
	<input type="checkbox"/> \$2m	<input type="checkbox"/> \$5m	<input type="checkbox"/> \$10m
	<input type="text"/> Other		
Number of full time employees	<input type="text"/>		
For Section 1.1 (Losses to your business), what Business Interruption Period do you require?	<input type="checkbox"/> 30 days	<input type="checkbox"/> 60 days	<input type="checkbox"/> 90 days
	<input type="checkbox"/> 180 days	<input type="checkbox"/> 365 days	
Excess	<input type="checkbox"/> \$250	<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$2,500
	<input type="checkbox"/> \$5,000	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> Other

Risk questions

Estimated annual total of transactions and records? <small>Please combine the total of your client/customer database and number of card (including online and phone) transactions. For example, 5,000 customer records and 20,000 eftpos/credit transactions would give an 'annual total' of 25,000.</small>	<input type="checkbox"/> 0 – 10,000	<input type="checkbox"/> 10,001 – 25,000	<input type="checkbox"/> 25,001 – 50,000	<input type="checkbox"/> 50,001 – 75,000
	<input type="checkbox"/> 75,001 – 100,000	<input type="checkbox"/> 100,001 – 200,000	<input type="checkbox"/> 200,001 – 300,000	<input type="checkbox"/> 300,001 – 400,000
	<input type="checkbox"/> 400,001 – 500,000	<input type="checkbox"/> 500,001 – 750,000	<input type="checkbox"/> 750,001 – 1,000,000	<input type="checkbox"/> 1,000,001 – 1,500,000
	<input type="checkbox"/> 1,500,001 – 2,000,000	<input type="checkbox"/> 2,000,001 – 2,500,000	<input type="checkbox"/> 2,500,001 – 5,000,000	<input type="checkbox"/> 5,000,000 +
Do you comply with your relevant Payment Card Industry Data Security Standard (PCI DSS) obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="checkbox"/> N/A – we are not subject to PCI DSS
Percentage of turnover from e-commerce activities.	<input type="text"/> %			
Do you comply with The Privacy Act 1993 (Privacy Act)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="checkbox"/> N/A – we are not subject to the Privacy Act
Do you have a Data Protection/ Privacy policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
Do you have firewalls protecting your own and customer/client data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
Do you protect all personal information and other sensitive data through encryption?	<input type="checkbox"/> Yes, info encrypted at rest on our network, in transit and when backed up	<input type="checkbox"/> Yes, info encrypted but ONLY in specific limited scenarios	<input type="checkbox"/> Yes, info encrypted in transit and when backed up but not when at rest on our network	<input type="checkbox"/> No, info not encrypted whatsoever
Do you outsource the handling of any personally identifiable information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
Do you use up-to-date antivirus/spyware and malware software?	<input type="checkbox"/> Yes, updated daily or automatically upon release	<input type="checkbox"/> Yes, updated on a weekly to monthly basis	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
Are all mission/business critical systems and data information assets backed up and stored at another location?	<input type="checkbox"/> Yes, backed up daily	<input type="checkbox"/> Yes, backed up weekly or less frequently	<input type="checkbox"/> No	<input type="checkbox"/> Don't know
Has an independent party completed an audit of your system/data security?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	

If your IT network failed, which one of the following would best describe the impact to your business?

- Inconvenience, very minimal revenue impact and operations could continue temporarily
- Revenues would NOT be impacted immediately, and only slightly when impacted
- Revenues would NOT be impacted immediately, but significantly when impacted
- Revenues would be impacted immediately but only slightly
- Revenues would be impacted immediately and significantly
- Operations and revenues would be entirely interrupted

Do you have written data safety policies and procedures and do employees receive annual security awareness training?

- Yes, both written policies plus annual security awareness training
- Employee security awareness training but no written security policies
- Written policies but no employee security awareness training
- No
- Don't know

Any claims, circumstances, privacy breach, virus, DDOS, or hacking incident which has, or could, adversely impact(ed) your business?

- Yes
- No

If yes, please provide details

For companies with turnover over \$25,000,000 please complete the following:

Describe the type of information in records held by you

- Customer information (e.g. name, address, phone etc.)
- Credit card details
- Personal identity information (e.g. drivers licence, TFN, passport number, government ID)
- Banking or financial details
- Medical or healthcare data
- Confidential third party trade secrets or IP (intellectual property)

Do you have a dedicated person responsible for your IT infrastructure, data security and privacy?

- Yes, full time IT manager, Chief Information Security Officer (CISO) or similar
- Outsourced – IT contractor provides a full time dedicated person
- No, responsibility is shared amongst Legal, HR and other departments
- No
- Don't know

Do you have a Disaster Recovery Plan (DRP) and/ or Business Continuity Plan (BCP) in place and has this been tested in the last 18 months?

- Yes, current and tested
- Yes, but not ever tested
- Yes, but not tested in the last 18 months
- No

Does your network include contingency / redundancy / resilience of any description, to mitigate system interruptions or failures (such as mirrored infrastructure, failover mechanisms, warm or hot replicated sites or similar)?

- Yes, multiple aspects
- Yes, but just one aspect
- No

Do you control / limit / monitor your employees' ability to remove data or information from your network / office (examples include USB drive security)?

- Yes, for data and physical information
- Yes, for data only
- Yes, for physical information only
- No

Does your website use web apps?

A web app is a software application which runs within a website rather than on your desktop. Web apps lend functionality and interactivity to websites. They let you do things on the site. Examples include interactive brochures, wikis, instant messaging, online sales, shopping carts, maps and many other functions.

- Yes
- No
- Don't know
- N/A – we don't have a website

Do you use monitored Intrusion Detection or Intrusion Prevention Systems (IDS/IPS)?

Intrusion Detections and Intrusion Prevention Systems is software that monitors a network for unusual activity such as potential cyber threats and network traffic. Intrusion Prevention Systems have the additional capability of blocking intrusions and preventing hackers from exploiting vulnerabilities.

- Yes
- No
- Don't know

Are you aware of any evidence of network intrusion or vulnerabilities highlighted in an IT security audit or penetration test which have not yet been resolved?

- Yes
- No

If yes, please provide details

Have you had any unforeseen down time to your website or IT network of more than 12 hours?

- Yes
- No

If yes, please provide details

Optional covers

Optional cover – Contingent Business Interruption

Do you want optional cover for Contingent Business Interruption? Yes

If an external supplier suffers a cyber event that causes Business Interruption to the insured business, Ando Data Insurance covers the impact on the insured's business costs. No

Tell us about your critical components, service providers and supplies

- All critical components, services and supplies are readily available from multiple sources
- Substitutes can be available within 10 days
- Longer than 10 days for substitutes to be available
- Don't know
- Substituting components, services or supplies is not possible

Optional cover – Cyber Theft and Telephone Phreaking

Do you want optional cover for Cyber Theft and Telephone Phreaking? Yes

Cyber Theft covers stolen funds as a result of a cyber event. This includes both the business's own funds as well as funds the business holds on behalf of their clients. No

If the company's telephone system is compromised due to a Cyber Event and the business receives a large, unexpected phone bill as a result, Ando Data Insurance will cover the direct financial loss.

Annual aggregate limit for Cyber Theft

- \$10,000
- \$25,000
- \$50,000
- \$75,000
- \$100,000
- \$150,000
- \$250,000

Do you require passwords to be changed regularly? (at least quarterly)

- Yes
- No
- Don't know

Do you allow remote access to your internal network?

- Yes
- Yes, with dual authentication
- No
- Don't know

Are all new payees, and changes to existing payees' banking details, double authenticated with the payee?

- Yes
- No
- Don't know

Do transfers greater than \$10,000 require dual signature or supervisor/manager sign off?

- Yes
- No
- Don't know

Do you provide any of the following services for others (select all that apply)

- Collection or payment processing? Yes No
- Asset, Investment or Trust Management Services? Yes No
- Cash Management or Other Treasury Functions? Yes No
- Other Office Functions? Yes No

Please provide details for Other Office Functions

- Have you ever suffered a Crime, Fidelity or Computer Crime loss? Yes
 No
 N/A, have never had such insurance

Please provide details

- Have you ever been declined from Crime, Fidelity or Computer Crime insurance, or had such insurance cancelled? Yes
 No
 N/A

Please provide details

Optional cover – Tangible Property

- Do you want optional cover for Tangible Property? Yes
Ando Data Insurance covers the replacement of the business's IT infrastructure that's been physically damaged due to a Cyber Event. No

- Annual aggregate limit for Tangible Property \$5,000
 \$10,000
 \$15,000
 \$25,000
 \$50,000

Declaration

Duty of Disclosure

The insurance offer you have accepted and noted above is based upon the information provided to us either by yourself or on your behalf by your insurance broker including what we are insuring and any previous claims or potential claims in relation to what we are insuring. As part of this insurance contract, you are required to tell us anything which may affect our decision to insure you, or the terms we are prepared to offer. Examples of information which you should tell us include:

- Previous criminal convictions, or pending criminal charges, ^
- Previous bankruptcy or having been through the 'No Asset Procedure',
- Any known circumstances which might increase the chance of you making a claim under the above insurances,
- Any other information likely to affect this insurance.

^ Subject to the rights set out in the Criminal Records (Clean Slate) Act 2004 ("Clean Slate Act"), you are under a duty to disclose all material information to Ando whether the information is asked for or not. Material information is information that might influence our decision to insure you and if so on what terms and/or premium. All information given must be complete and correct. If you have any doubt as to whether a fact is material then it should be disclosed.

Privacy Act

Ando has collected your personal information in order to evaluate your insurance requirements for the purpose of deciding whether to issue insurance cover and, if so, on what terms. Failure to provide any personal information requested by Ando may result in your application for insurance being declined.

Ando has also collected your personal information in order to monitor and service your ongoing general insurance requirements, conduct market research, data processing and statistical analysis. Unless you notify Ando that you disagree, the information you supply may also be used by Ando to provide you with information about other facilities, products and services.

Your personal information is held by Ando. In accordance with the Privacy Act 1993, individuals have a right to request access to and correction of their personal information (a fee may be payable) by contacting Ando, PO Box 6649, Wellesley Street, Auckland 1141.

By signing this declaration you are confirming to us that you have disclosed all relevant information in accordance with your duty of disclosure.

I have read and accept these conditions (please tick)

Name

Date

Signature

For more information, contact your broker or visit the website ando.co.nz