Your Home Insurance
Policy Wording

Essential Cover
Welcome to your John Lewis Home Insurance

Thank you for choosing John Lewis Home Insurance, underwritten by Royal & Sun Alliance Insurance plc, who are one of the UK's largest and oldest insurers.

We hope you won’t need to make a claim. But, if you do, you can rest assured that you will receive excellent service from our team of claims specialists. Please see pages 25 to 26 for full details of the changes in circumstances that you need to tell us about.

We want to ensure that you understand your Home Insurance Policy and legally we need to make you aware that the information you’ve given us is the basis of your insurance contract with us. Your policy, including this booklet, and your Policy Schedule are evidence of that contract, so please read them carefully to ensure that the cover is exactly what you need. Please keep them in a safe place.

This page gives you a summary of some of the cover options that you may have chosen. For a full explanation of each cover, including any relevant exclusions, please see the complete section in this booklet.

Buildings Option
We’ll cover you for the buildings of your home and other permanent structures on your land such as garages and outbuildings, drives, walls, fences and gates, against damage by fire, flood, subsidence and other specified causes.

Buildings Accidental Damage Option
This level of cover provides wider Accidental Damage Cover to the structure of your home (for example, damage caused by putting your foot through a ceiling), and includes accidental breakage of drains and pipes, and accidental damage to cables and underground tanks. Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. You can add Accidental Damage Cover to your core Buildings Cover.

Contents Option
We’ll provide you with cover for contents in your home against loss or damage by fire, flood, storm, theft, escape of water and other specified causes.

Contents Accidental Damage Option
This level of cover provides wider Accidental Damage Cover to the contents in your home (for example, damage caused by knocking over a vase or damage to furniture), and includes accidental damage to glass in furniture, TVs, satellite, video, audio entertainment and computer equipment. Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. You can add Accidental Damage Cover to your core Contents Cover.

Personal Possessions Option
From your glasses to your laptop or your credit cards, we’ll cover your personal possessions when you are at home and anywhere in the world.

Student Cover Option
We’ll cover you for the contents taken away from the home by a member of your family who is studying at university, college or school.

Pedal Cycle Option
We’ll cover your pedal cycles and their accessories, whether you are at home or anywhere in Europe, Jordan, Madeira, the Canary and Mediterranean islands and those countries bordering the Mediterranean, and for up to 60 days worldwide.

Garden Option
We’ll protect your plants, garden furniture, lawns and tools against loss or damage caused by fire, theft, malicious acts or vandalism and other specific causes.

Home Emergency Option
We’ll provide access to advice and help with the cost of home emergency assistance. If your home is uninhabitable, we’ll even cover alternative accommodation for you and your family.

Protected No Claims Discount Option
Protect your no claims discount so that in the event of a claim you will not lose the entire discount you have earned.

Identity Theft
We’ll provide cover for expenses and legal fees for you or your family in the event of identity theft.

Legal Expenses Option
We’ll provide access to a wide range of legal assistance, including professional mediation concerning personal injury, consumer protection, residential, employment and tax issues.
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<table>
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<tr>
<th>Customer Services</th>
<th>0330 102 2742</th>
<th>Lines are open Monday to Friday between 8am and 8pm, Saturday between 9am and 5pm and Sunday between 10am and 4pm.</th>
<th>John Lewis Home Insurance Centre</th>
<th>PO Box 1360</th>
<th>Peterborough</th>
<th>PE2 2QW</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Email via: <a href="http://www.johnlewis-insurance.com/contactus">www.johnlewis-insurance.com/contactus</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claims Helpline</td>
<td>0330 102 2749</td>
<td>Lines are open Monday to Friday between 9am and 5pm and on Saturday between 9am and 5pm.</td>
<td>John Lewis Home Claims</td>
<td>PO Box 256</td>
<td>Wymondham</td>
<td>NR18 8DQ</td>
</tr>
<tr>
<td>In the event of a claim, call us on this number.</td>
<td></td>
<td>If you need to make a claim, we’ll tell you the process to follow. Please read the claims conditions before ringing the Claims Helpline.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Home Emergency    | 0330 102 2750 | Lines are open 24 hours a day, 7 days a week. | John Lewis Home Insurance Centre | PO Box 256 | Wymondham | NR18 8DQ |
| Your Policy Schedule will show whether this cover has been selected. |                                | Please refer to your Policy Schedule, which includes details of your cover. Please read the Home Emergency Option section of your policy before you call. |

| Identity Theft    | 0330 102 2749 | Lines are open Monday to Friday between 9am and 5pm and on Saturday between 9am and 5pm. | John Lewis Home Claims | PO Box 256 | Wymondham | NR18 8DQ |
| This cover is administered by Arc Legal Assistance. |                                | If you need to make a claim, we’ll tell you the process to follow. Please also read the claims conditions before ringing the Claims Helpline. |

| Legal Expenses    | 0330 102 2468 | Lines are open Monday to Friday between 9am and 5pm. When calling the Legal Expenses Claims Line, please quote scheme reference 72804. | Arc Legal Assistance. | Email: claims@arclegal.co.uk |
| Your Policy Schedule will show whether this cover has been selected. |                                | Please call for a claim form and then send it to: |                                |
| In the event of a claim, call us on this number. |                                | Please refer to your Schedule which will include details of cover. Please read the Legal Expenses Option section of your policy before you call. |

| Minicom/Type Talk | 0800 300 836 | Lines are open Monday to Friday between 9am and 5pm, Saturday between 9am and 5pm and Sunday between 10am and 4pm. | If you have hearing or speech difficulties, you can contact us using Minicom. This document and all of our literature is available in large print, audio or Braille. Please contact us for further assistance. |

Your policy may give you access to the following helpline:

<table>
<thead>
<tr>
<th>Legal Advice Helpline</th>
<th>0330 102 2468</th>
<th>When calling the Legal Advice Helpline, please quote scheme reference 72804.</th>
<th>Lawyers, paralegals and other legally qualified people are available to provide advice and explain legal issues related to any private legal problem in a friendly and helpful way.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Policy Schedule will show whether this cover has been selected.</td>
<td>When making the call, please quote scheme reference 72804.</td>
<td>Lines are open 24 hours a day, 7 days a week.</td>
<td></td>
</tr>
<tr>
<td>Please read the instructions opposite before making the call.</td>
<td>We use carefully selected suppliers to provide this service.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>We use carefully selected suppliers to provide this service.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before making a claim, you should take any immediate action that you think is necessary to reduce further loss or damage.

Please have your policy number handy when you call. While most claims can be agreed over the phone, there may be times when we will ask you to complete a claim form and provide us with further information.

Telephone calls may be recorded and monitored.
Understanding your policy

The policy is in two parts – the Policy Wording and the Policy Schedule. The Policy Wording explains what is and what is not covered, how claims are settled and other important information.

Within each section of cover, the first column will tell you what the cover includes. The second column will tell you what it does not cover.

Please read ‘How we settle claims’ on pages 27–28 and the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.

There are conditions of the insurance that you or your family will need to meet as your part of this contract on pages 25–26. The conditions set out the changes in circumstances that could affect your cover and when we would cancel your policy. Please take the opportunity to read the policy conditions.

Policy limits

The most we will pay in respect of any one claim is detailed below.

<table>
<thead>
<tr>
<th>Buildings Option</th>
<th>The sum insured/limit shown on the Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings sum insured</td>
<td>The sum insured is up to £400,000 except for:</td>
</tr>
<tr>
<td>Locks and keys</td>
<td>Cover 12 £500</td>
</tr>
<tr>
<td>Alternative accommodation</td>
<td>Cover 13 £50,000</td>
</tr>
<tr>
<td>Legal liability defective premises</td>
<td>Cover 15 £2,000,000</td>
</tr>
<tr>
<td>Legal liability as owner of the property</td>
<td>Cover 16 £2,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Buildings Accidental Damage Option</th>
<th>The sum insured/limit shown on the Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trace and Access</td>
<td>Cover 18 £5,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contents Option</th>
<th>The sum insured/limit shown on the Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents sum insured</td>
<td>The sum insured is up to £50,000 except for:</td>
</tr>
<tr>
<td>Valuables in the home</td>
<td>£10,000</td>
</tr>
<tr>
<td>Valuables single item limit</td>
<td>£3,000</td>
</tr>
<tr>
<td>Business equipment</td>
<td>£2,000</td>
</tr>
<tr>
<td>Theft from outbuildings and garages</td>
<td>Cover 3 and 4 £2,000</td>
</tr>
<tr>
<td>Locks and keys</td>
<td>Cover 12 £500</td>
</tr>
<tr>
<td>Accidental loss of metered water, liquid petroleum gas or oil at your home</td>
<td>Cover 13 £500</td>
</tr>
<tr>
<td>Contents left in the open at your home</td>
<td>Cover 14 £2,000</td>
</tr>
<tr>
<td>Alternative accommodation</td>
<td>Cover 15 £10,000</td>
</tr>
<tr>
<td>Domestic staff’s personal effects</td>
<td>Cover 16 £1,000</td>
</tr>
<tr>
<td>Freezer food</td>
<td>Cover 17 £500</td>
</tr>
<tr>
<td>Occupiers and personal liability</td>
<td>Cover 18 £2,000,000</td>
</tr>
<tr>
<td>Employers’ liability</td>
<td>Cover 18 £10,000,000</td>
</tr>
<tr>
<td>Tenants liability</td>
<td>Cover 19 £10,000</td>
</tr>
<tr>
<td>Tenants improvements</td>
<td>Cover 20 £10,000</td>
</tr>
<tr>
<td>Unrecovered damages</td>
<td>Cover 21 £2,000,000</td>
</tr>
<tr>
<td>Music, film or electronic data downloads</td>
<td>Cover 23 £500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Possessions Option</th>
<th>The sum insured/limit shown on the Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Possessions sum insured</td>
<td>The limit shown on your Schedule, except for:</td>
</tr>
<tr>
<td>Theft from unattended motor vehicles</td>
<td>£2,000</td>
</tr>
<tr>
<td>Money</td>
<td>£500</td>
</tr>
<tr>
<td>Credit, debit, charge or cash dispenser card</td>
<td>£500 (in most cases, you will only be liable for the first £50 per card)</td>
</tr>
<tr>
<td>Theft from outbuildings</td>
<td>£2,000</td>
</tr>
</tbody>
</table>
Your John Lewis Home Insurance Policy Wording – Essential Cover

Policy limits (continued)

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Cover Option</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Student Cover total sum insured</td>
<td>£5,000</td>
</tr>
<tr>
<td>The following items are subject to the limits shown:</td>
<td></td>
</tr>
<tr>
<td>Personal computers</td>
<td>£1,500</td>
</tr>
<tr>
<td>DVDs and CDs</td>
<td>£500</td>
</tr>
<tr>
<td>Games and game players</td>
<td>£500</td>
</tr>
<tr>
<td>Money</td>
<td>£200</td>
</tr>
<tr>
<td>Pedal cycles</td>
<td>£500</td>
</tr>
<tr>
<td>Credit, debit, charge or cash dispenser card</td>
<td>£1,000 (in most cases, you will only be liable for the first £50 per card)</td>
</tr>
<tr>
<td>Student personal effects and valuables anywhere in the world</td>
<td>£3,000</td>
</tr>
<tr>
<td>Maximum limit for any single item</td>
<td>£1,500</td>
</tr>
<tr>
<td>Pedal Cycle Option</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Pedal Cycle sum insured</td>
<td>The limit shown on your Schedule</td>
</tr>
<tr>
<td>Garden Option</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Garden sum insured</td>
<td>£5,000</td>
</tr>
<tr>
<td>Home Emergency Option</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Home Emergency sum insured</td>
<td>£500</td>
</tr>
<tr>
<td>Identity Theft</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Identity Theft sum insured</td>
<td>£50,000</td>
</tr>
<tr>
<td>The following items are subject to the limits shown:</td>
<td></td>
</tr>
<tr>
<td>Administration fees spent by you to reapply for a loan</td>
<td>£750</td>
</tr>
<tr>
<td>Telephone and postal expenses</td>
<td>£250</td>
</tr>
<tr>
<td>Loss of earnings</td>
<td>£150 per day up to a maximum of £7,500</td>
</tr>
<tr>
<td>Fees for administrating fraud affidavits and other documents</td>
<td>£2,500</td>
</tr>
<tr>
<td>Legal Expenses Option</td>
<td>The sum insured/limit shown on the Schedule</td>
</tr>
<tr>
<td>Legal Expenses sum insured</td>
<td>£100,000</td>
</tr>
</tbody>
</table>

Words with special meanings

Some words have a special meaning in the policy and these are listed below. Whenever a word with a special meaning is used in the policy, it will be printed in bold type.

There are other words with special meanings listed under the Legal Expenses Option on pages 21–22. You should also look at these if you have selected this Option.

Insurance period

The period shown on your Policy Schedule and any further period for which you have paid or have agreed to pay and we have accepted or have agreed to accept your premium.

We/our/us
Royal & Sun Alliance Insurance plc.

You/your/policyholder
The person(s) named as policyholder on your Policy Schedule.

Your family
You or any of the following people, providing they normally live with you:
• your husband, wife or partner,
• your children (including foster children and adopted children),
• your relatives,
• your domestic employees (person(s) employed to carry out domestic duties associated with your home).

Inflation protection

The sum insured under Personal Possessions shown on the Policy Schedule will be adjusted in line with a recognised index.

No extra charge will be made for any increase until the renewal of the policy, when the renewal premium will be based on the adjusted sum insured and limits.

For your protection, we will not reduce the sum insured or limits if the index moves down unless you ask us to.
The insurance contract

This policy is a legal contract between you and us. The Policy Wording and Policy Schedule make one document and must be read together. Please keep them together.

The contract is based on the information that you provided when you applied for the insurance.

Our part of the contract is that we will provide the cover set out in this Policy Wording for:
- those sections that are shown on the Policy Schedule,
- the insurance period set out on the Policy Schedule.

Your part of the contract is that you must:
- pay the premium as shown on the Policy Schedule,
- comply with all the conditions set out in this policy.

If your part of the contract is not met, we may turn down a claim, increase the premium or you may find that you do not have any cover.

Under the laws of the United Kingdom (England, Scotland, Wales and Northern Ireland), both you and we may choose the law which applies to this contract, to the extent permitted by those laws. Unless you and we agree otherwise, we have agreed with you that the law which applies to this contract is the law which applies to the part of the United Kingdom in which you live or, if you live in the Channel Islands or the Isle of Man, the law of whichever of those two places in which you live.

We and you have agreed that any legal proceedings between you and us in connection with this contract will only take place in the courts of the part of the United Kingdom in which you live or, if you live in the Channel Islands or the Isle of Man, the courts of whichever of those two places in which you live.

It is important that you read the Changes in your circumstances policy condition on page 25. This details the circumstances in which you need to advise us of changes after your policy has been issued.

This policy has been issued by Royal & Sun Alliance Insurance plc in the United Kingdom.

Buildings Option

This Option sets out the cover provided for buildings. If this section has been provided, it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

<table>
<thead>
<tr>
<th>What is included</th>
<th>What is not included</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are two parts to the buildings:</td>
<td>Items covered under the Garden Option. These are trees, shrubs, plants, hedges and lawns, gardening equipment (including motorised gardening equipment), garden furniture and removable items that are normally used in the garden including play equipment, temporary gazebos, water features, statues, pots, lights and barbecues. Aerials or satellite receiving equipment. Any home used for any trade, professional or business purposes except clerical business use. Mobile homes. Any amount exceeding the Buildings sum insured shown on the Schedule and limits shown on page 5.</td>
</tr>
<tr>
<td>a) the buildings of the part of the home in which you live including its detached annexes, outbuildings, garages, sheds and greenhouses,</td>
<td></td>
</tr>
<tr>
<td>b) the drives, walls, patios, paved terraces, footpaths, tennis courts, fixtures, fittings, permanently wired fixed alarm systems, fences and gates, plus statues, pergolas, gazebos, garden ponds, swimming pools and fountains that are all permanently fixed into the ground all belonging to the home in which you live.</td>
<td>Both a) and b) must be at the address shown on the Schedule.</td>
</tr>
<tr>
<td>Both a) and b) must be at the address shown on the Schedule.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical damage to the buildings described above caused by the following:</td>
<td>The excess, this is the first part of any claim that you must pay. It applies to all covers except 11, 13 and 14–16. The excess amount is shown on your Schedule.</td>
</tr>
<tr>
<td>1. Fire, lightning, explosion, earthquake or smoke.</td>
<td>Damage by smoke from air pollution.</td>
</tr>
<tr>
<td>2. Storm or flood.</td>
<td>Damage caused by:</td>
</tr>
<tr>
<td></td>
<td>• frost,</td>
</tr>
<tr>
<td></td>
<td>• a rise in the water table (the level below which the ground is completely saturated with water).</td>
</tr>
<tr>
<td></td>
<td>Damage to fences or gates.</td>
</tr>
<tr>
<td>3. Freezing of water in fixed water or fixed heating systems. Water or oil escaping from washing machines, dishwashers, fixed water or fixed heating systems.</td>
<td>Damage to the appliance or system which the water or oil escapes from unless freezing causes the damage. Damage to any part of the buildings by Subsidence cover 4, as a result of escaping water. The cost of removing, repairing or replacing part a) the home in which you live in order to locate the source of the escape of water or oil. Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.</td>
</tr>
<tr>
<td>4. Subsidence or heave of the site on which the buildings stand or of land belonging to it, or landslip. Subsidence means downward movement of the site on which your buildings stand by a cause other than the weight of the buildings themselves. Heave means upward and/or lateral movement of the site on which the buildings stand or of the land belonging to it by cause of swelling of the ground. Landslip means downward movement of sloping ground.</td>
<td>The first part of any claim that you must pay is shown on the Schedule as the subsidence, heave or landslip excess. Damage to part b) the drives, walls, patios, paved terraces, footpaths, tennis courts, fixtures, fittings, permanently wired fixed alarm systems, fences and gates, plus statues, pergolas, gazebos, garden ponds, swimming pools and fountains that are all permanently fixed into the ground all belonging to the home in which you live unless part a) the home in which you live is damaged by the same cause and at the same time.</td>
</tr>
</tbody>
</table>

7
Buildings Option (continued)

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
</table>
|                 | Damage to solid floors or damage caused by solid floors moving, unless the foundations of the outside walls of part a) the home in which you live are damaged by the same cause and at the same time. Damage caused by:  
- structures bedding down or settlement of newly made-up ground,  
- the coast or a riverbank being worn away,  
- or from demolition, alteration or repair to the home,  
- or from poor or faulty design, workmanship or materials,  
- sulphate reacting with any materials from which any part of the buildings is constructed. |
| 5. Theft or attempted theft. | Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days. Loss or damage when the home is lent, let or sub-let to anyone other than your family, unless force and violence has been used to get into or out of your home. |
| 6. Falling aerials or satellite receiving equipment, their fittings or masts. | Damage by pets. |
| 7. Impact involving vehicles, aircraft or anything dropped from them, or animals. | Damage to fences or gates. The cost of removal if the fallen tree or branch has not caused damage to the buildings. |
| 8. Falling trees or branches. | Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days. Loss or damage when the home is lent, let or sub-let to anyone other than your family, unless force and violence has been used to get into or out of your home. |
| 9. Malicious acts or vandalism | Any costs arising from damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. |
| 10. Riot, civil commotion. | Any fees and costs you have to pay for preparing or furthering any claim. Fees and related costs incurred in meeting any building regulations, local authority or other statutory requirements or conditions if you were made aware of the need to meet them before the damage happened or these or any other fees or related costs apply to any undamaged parts of the buildings. |
| In addition we provide the following cover: | |
| 11. Fees and related costs necessarily incurred in repairing or replacing damaged parts of the buildings, provided the damage is covered under the policy and subject to our prior written agreement. | Loss or damage by any process of repair or restoration. Damage to locks caused by mechanical, electrical or electronic fault or breakdown. Any amount exceeding £500 for any one claim. |
| We will pay for:  
- architects, engineers, surveyors and legal fees,  
- the cost of removing debris, demolition, shoring up or propping up and taking away any damaged parts of the home,  
- the cost of meeting current building regulations, local authority or other statutory requirements or conditions provided that the damaged parts of the home are repaired or replaced. | |
| 12. Locks and keys. Accidental damage to the locks of, or loss of the keys to, the outside doors of your home or to safes and alarms in your home. | Any costs that you:  
- have to pay once the home becomes habitable again,  
- agree to pay without our written permission. The cost of alternative accommodation for anyone who is not a member of your family. Any costs arising from damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. Any amount exceeding £50,000. |
| We will pay for the replacement of the lock mechanism or change the locks. Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. | |
| 13. Alternative accommodation. The cost of alternative accommodation for your family if the home is uninhabitable as a result of damage to the buildings by covers 1-10 of the Buildings Option, plus covers of the Buildings Accidental Damage Option if it has been selected. We will pay for:  
- additional cost of similar short-term accommodation including that required for any pets living with you,  
- rent you would have received but have lost including ground rent. | |
| Any costs that you:  
- have to pay once the home becomes habitable again,  
- agree to pay without our written permission. The cost of alternative accommodation for anyone who is not a member of your family. Any costs arising from damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. Any amount exceeding £50,000. |
| 14. Selling the home. Cover when selling the buildings. If between the date of exchange of contracts and completion of the sale, there is damage by anything insured under covers 1-10 of the Buildings Option, the buyer shall be entitled to the benefit of this cover once the sale has been completed. | This cover does not apply if insurance on the buildings of the home has been arranged by or for the buyer. Damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. |
| 15. Legal liability defective premises. Legal liabilities which result from the ownership of any home previously occupied by you and insured by us and which arise because of Section 3 of the Defective Premises Act 1972 or Section 5 of The Defective Premises (Northern Ireland) Order 1975, as long as you do not have this cover under another policy. The most we will pay is £2,000,000, plus defence costs agreed by us in writing. | Any home in which you still hold legal title or have an interest. Any incident which happens more than 7 years after the last day of the last insurance period in respect of any home previously insured by us and owned and occupied by you. Anything owned by or the legal responsibility of your family. Injury, death, disease or illness to any of your family (other than your domestic employees who normally live with you). |
Your John Lewis Home Insurance Policy Wording – Essential Cover

What is covered | What is not covered
---|---
16. Legal liability as owner. The legal liability of your family as owner of the buildings and land belonging to it, to pay damages and costs to others which arise from any single event occurring during the insurance period which results in:
• accidental death, disease, illness or accidental physical injury to anyone,
• accidental damage to physical property.
Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. The most we will pay is £2,000,000, plus defence costs agreed by us in writing.

Liability arising from:
• any employment, trade, profession or business of any of your family,
• The Party Wall etc. Act 1996.
Liability accepted by any of your family under any agreement, unless the liability would exist without the agreement, Liability covered by any other policy.

17. Accidental damage to buildings.
Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.

The most we will pay for any one claim for trace and access is £5,000.

Liability arising from:
• any employment, trade, profession or business of any of your family,
• The Party Wall etc. Act 1996.
Liability accepted by any of your family under any agreement, unless the liability would exist without the agreement, Liability covered by any other policy.

18. Accidental breakage of drains and pipes and accidental damage to cables and underground tanks which are used to provide services to or from your home, for which your family is legally responsible. If following a blockage, normal methods of releasing a blockage between the main sewer and your home are unsuccessful, we will pay the cost of breaking into and repairing the pipe.

Trace and access
We will also pay for necessary costs that you incur in locating the source of the damage including the reinstatement of any wall, drive, fence or path removed or damaged during the search.

Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.

The excess, this is the first part of any claim that you must pay. The excess amount is shown on your Schedule.
Loss or damage when the home is let, or sub-let to anyone other than your family.
Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.
Damage caused by:
• water entering the home other than by storm or flood,
• mechanical, electrical or electronic fault or breakdown,
• the coast or a riverbank being worn away,
• sulphate reacting with any materials from which your home is built,
Damage caused by or from:
• poor or faulty design, workmanship or materials,
• subsidence, heave, landslip, structures bedding down or settlement of newly made-up ground,
• demolition, alteration or repair.
Damage which is specifically excluded by any cover listed elsewhere in the Buildings Option.

The excess, this is the first part of any claim that you must pay. The excess amount is shown on your Schedule.
Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.
Damage by gradual deterioration which has caused an installation to reach the end of its serviceable life.
Damage by water escaping which results in subsidence, movement, settlement or shrinkage of any part of your buildings or of the land belonging to your buildings.
Damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover.
Damage caused by the coast or a riverbank being worn away.
Damage caused by or from demolition, alteration or repair to your home.
Damage caused by or from poor or faulty design, workmanship or materials.
Damage caused by sulphate reacting with any materials from which any part of the buildings is constructed.
The most we will pay for any one claim for trace and access is £5,000.
Buildings Accidental Damage Option (continued)

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Accidental breakage of glass, ceramic hobs or sanitary ware fixed to and forming part of your home.</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td></td>
<td>The excess amount is shown on your Schedule.</td>
</tr>
<tr>
<td></td>
<td>Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.</td>
</tr>
<tr>
<td></td>
<td>The replacement cost of any part of the item other than the broken glass.</td>
</tr>
</tbody>
</table>

How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2749.
You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.

Contents Option

This Option sets out the cover provided for contents. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

<table>
<thead>
<tr>
<th>What is included</th>
<th>What is not included</th>
</tr>
</thead>
<tbody>
<tr>
<td>All of the following are included (as long as they belong to you or your family, or you or they are legally responsible for them and, with the exclusion of business equipment, that they are used for private purposes):</td>
<td>Any amount exceeding the limits shown on the Schedule and on page 5.</td>
</tr>
<tr>
<td>Household goods</td>
<td>Motor vehicles and children's motor vehicles, whether licensed for road use or not, mechanically propelled or assisted vehicles other than pedestrian controlled vehicles, aircraft, trains and boats (other than models), gliders, hang-gliders, waterbikes, hovercraft and any other mechanically propelled or assisted watercraft, caravans, trailers or parts or accessories for any of them whether attached or detached.</td>
</tr>
<tr>
<td>This means the things that you keep in the home, that you use to furnish the home and which normally stay at home. If you were to move home, you would normally take these items with you: for example, furniture, curtains, blinds, cushions, rugs, throws, lamps, linen, pots and pans, plates, cutlery, crockery, freestanding white goods such as microwave ovens, fridges, freezers, cookers, dishwashers and washing machines. This includes tenants’ fixtures, fittings and interior decorations.</td>
<td>Fixtures and fittings apart from tenants’ fixtures, fittings and interior decorations.</td>
</tr>
<tr>
<td>Personal effects</td>
<td>Any living creature.</td>
</tr>
<tr>
<td>This means clothes and articles of a strictly personal nature that are likely to be worn, used or carried. For example, mobile phones and sports equipment.</td>
<td>Loss or damage to documents. Documents are deeds, bonds and securities.</td>
</tr>
<tr>
<td>Valuables</td>
<td>Loss of money. Money means:</td>
</tr>
<tr>
<td>This means jewellery (including costume jewellery), articles of or containing gold, silver or other precious metals, cameras (which include video cameras, camcorders and digital cameras), binoculars, watches, fans, paintings and other works of art, collections of stamps, coins and medals.</td>
<td>Current bank notes and coins, stamps, cheques, electronic pre-payment cards, savings certificates, gift tokens, postal and money orders, phone cards or vouchers, traveller’s cheques, premium bonds, parking, luncheon and retail vouchers and season or travel tickets that are owned by your family or are your family’s responsibility under contract.</td>
</tr>
<tr>
<td>Business equipment</td>
<td>You or your family’s liability under the terms of any credit card, cheque card or cash dispenser card agreement as a direct result of its theft and following its unauthorised use by any person not related to or residing with you.</td>
</tr>
<tr>
<td>This means computers and ancillary equipment (excluding data) and equipment used for business, trade or profession, but excludes money and business stock.</td>
<td>Items covered under the Garden Option. These are trees, shrubs, plants, hedges and lawns, gardening equipment (including motorised gardening equipment), garden furniture and removable items that are normally used in the garden including play equipment, temporary gazebos, water features, statues, pots, lights and barbecues. The most we will pay for business equipment is £2,000.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss or damage to contents in the home at the address shown on the Schedule including contents in its detached annexes, outbuildings, garages, sheds and greenhouses caused by the following:</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td></td>
<td>It applies to all covers except 18 and 21. The excess amount is shown on your Schedule.</td>
</tr>
<tr>
<td>1. Fire, lightning, explosion, earthquake or smoke.</td>
<td>Damage by smoke from air pollution.</td>
</tr>
<tr>
<td>2. Storm or flood.</td>
<td>Damage caused by a rise in the water table (the level below which the ground is completely saturated with water).</td>
</tr>
<tr>
<td>3. Theft or attempted theft using force and violence to get into or out of your home.</td>
<td>Any amount exceeding £2,000 for each claim for theft or attempted theft from any detached outbuilding, garage, shed or greenhouse. Loss or damage when the home in which you live has not been lived in by your family for more than 60 consecutive days.</td>
</tr>
</tbody>
</table>
Your John Lewis Home Insurance Policy Wording – Essential Cover

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
</table>
| 4. Theft or attempted theft not using force and violence to get into or out of your home. | Loss or damage while:  
- the home is lent, let or sub-let to anyone other than your family unless force and violence has been used to get into or out of the home,  
- the home in which you live has not been lived in by your family for more than 60 consecutive days,  
- your home is used to receive any visitors or paying guests in connection with any trade, profession or business. Loss by deception unless the only deception was someone tricking their way into your home. Any amount exceeding £2,000 for each claim for theft or attempted theft from any detached outbuilding, garage, shed or greenhouse. Loss where property is obtained by any person using any form of payment which proves to be counterfeit, false, fraudulent, invalid, uncollectible, irrecoverable or irredeemable for any reason. Loss of money. |
| 5. Water escaping from washing machines, dishwashers, fixed water or fixed heating systems. Oil escaping from a fixed heating system. | Damage to the appliance or system which the water or oil escapes from. The cost of replacing the water or oil that has escaped. Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days. |
| 6. Malicious acts or vandalism. | Loss or damage when the home is lent, let or sub-let to anyone other than your family unless force and violence has been used to get into or out of the home. Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days. |
| 7. Riot, civil commotion. | Loss or damage caused by:  
- solid floors moving unless the foundations of the outside walls of the home are damaged by the same cause and at the same time,  
- structures bedding down or settlement of newly made-up ground,  
- the coast or a riverbank being worn away,  
- or from demolition, alteration or repair to the home,  
- or from poor or faulty design, workmanship or materials. |
| 8. Subsidence or heave of the site on which the buildings stand or of land belonging to it, or landslip. Subsidence means downward movement of the site on which your buildings stand by a cause other than the weight of the buildings themselves. Heave means upward and/or lateral movement of the site on which the buildings stand or of the land belonging to it caused by swelling of the ground. Landslip means downward movement of sloping ground. | Loss or damage by pets. |
| 9. Impact involving vehicles, aircraft or anything dropped from them or animals. | Loss or damage caused by:  
- solid floors moving unless the foundations of the outside walls of the home are damaged by the same cause and at the same time,  
- structures bedding down or settlement of newly made-up ground,  
- the coast or a riverbank being worn away,  
- or from demolition, alteration or repair to the home,  
- or from poor or faulty design, workmanship or materials. |
| 10. Falling trees or branches. | Loss or damage by any process of repair or restoration. Damage to locks caused by mechanical, electrical or electronic fault or breakdown. Any amount exceeding £500 for any one claim. |
| 11. Falling aerials or satellite receiving equipment, their fittings or masts. | Loss or damage caused by:  
- solid floors moving unless the foundations of the outside walls of the home are damaged by the same cause and at the same time,  
- structures bedding down or settlement of newly made-up ground,  
- the coast or a riverbank being worn away,  
- or from demolition, alteration or repair to the home,  
- or from poor or faulty design, workmanship or materials. |
| In addition we provide the following cover; | |
| 12. Locks and keys. Accidental damage to the locks of, or loss of the keys to, the outside doors of your home or to safes and alarms in your home. We will pay for the replacement of the lock mechanism or change the locks. Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. | Loss or damage by any process of repair or restoration. Damage to locks caused by mechanical, electrical or electronic fault or breakdown. Any amount exceeding £500 for any one claim. |
| 13. Accidental loss of metered water, liquid petroleum gas or oil at your home. | Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days. Loss or damage by any cover listed in the Contents Option and which is specifically excluded under that cover. Any amount exceeding £500. |
| 14. Contents in the open Loss or damage to the contents by covers a) to h) below while in the open on the land belonging to the home at the address shown on your Schedule, caused by: | Any amount exceeding £2,000. |
| a) Fire, lightning, explosion, earthquake or smoke. | Damage by smoke from air pollution. |
| b) Storm or flood. | |
| c) Riot, civil commotion. | |
| d) Malicious acts or vandalism. | Loss or damage if the home has not been lived in by your family for more than 60 consecutive days. Loss or damage when the home is lent, let or sub-let to anyone other than your family. |
### Contents Option (continued)

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>e) Theft or attempted theft.</td>
<td>Loss or damage if the home has not been lived in by your family for more than 60 consecutive days.</td>
</tr>
<tr>
<td></td>
<td>Loss or damage when the home is lent, let or sub-let to anyone other than your family.</td>
</tr>
<tr>
<td></td>
<td>Loss or damage while the home is used to receive visitors or paying guests in connection with your business.</td>
</tr>
<tr>
<td></td>
<td>Loss where property is obtained by any person using any form of payment which proves to be counterfeit, false, fraudulent, invalid, uncollectible, irrecoverable or irredeemable for any reason.</td>
</tr>
<tr>
<td></td>
<td>Loss of money.</td>
</tr>
<tr>
<td></td>
<td>Loss by deception unless the only deception was someone tricking their way into your home.</td>
</tr>
<tr>
<td>f) Falling trees or branches.</td>
<td></td>
</tr>
<tr>
<td>g) Falling aerials or satellite receiving equipment, their fittings or masts.</td>
<td></td>
</tr>
<tr>
<td>h) Impact involving vehicles, aircraft or anything dropped from them, or animals.</td>
<td></td>
</tr>
<tr>
<td>15. Alternative accommodation.</td>
<td></td>
</tr>
<tr>
<td>The cost of alternative accommodation for your family if the home is uninhabitable as a result of damage to the contents by covers 1-13 and 16 of this Option plus covers of the Contents Accidental Damage Option if it has been selected we will pay the:</td>
<td>Any costs your family would have to pay once your home becomes uninhabitable again.</td>
</tr>
<tr>
<td>• additional cost of similar short-term accommodation including that required for any pets living with you.</td>
<td>Any costs you agree to pay without our written permission.</td>
</tr>
<tr>
<td>• cost of temporary storage of the contents.</td>
<td>The cost of alternative accommodation for anyone who is not a member of your family.</td>
</tr>
<tr>
<td>If you are a tenant this cover will be provided as long as no other insurance covers this loss.</td>
<td>Any costs arising from loss or damage by any cover listed elsewhere in the Contents Option and which is specifically excluded under that cover. We won’t pay more than £10,000 for any one claim.</td>
</tr>
<tr>
<td>16. Domestic staff’s personal effects.</td>
<td>Loss or damage which is specifically excluded under covers 1-11. We won’t pay more than £1,000 for each member of domestic staff for any one claim.</td>
</tr>
<tr>
<td>Loss or damage by causes 1-11 to domestic staff’s personal effects contained within your home.</td>
<td></td>
</tr>
<tr>
<td>17. Freezer food.</td>
<td>Loss or damage by an electricity or gas supplier deliberately cutting off or reducing the supply to the home.</td>
</tr>
<tr>
<td>The cost of replacing food in a freezer in the home that has been spoilt by an accidental change in temperature.</td>
<td>Frozen food solely used for business, trade, profession or employment purposes. We won’t pay more than £500 for any one claim.</td>
</tr>
<tr>
<td>18. Legal liability.</td>
<td>Anything owned by or the legal responsibility of your family.</td>
</tr>
<tr>
<td>The personal legal liability of your family:</td>
<td>Injury, death, disease or illness to any of your family (other than your domestic employees who normally live with you).</td>
</tr>
<tr>
<td>• as occupier of the home and its land,</td>
<td>Injury, death, disease or illness caused by any dog described in Section 1 of the Dangerous Dogs Act 1994 or Article 3 of the Dangerous Dogs (Northern Ireland) Order 1991.</td>
</tr>
<tr>
<td>• as individuals,</td>
<td>Liability arising from:</td>
</tr>
<tr>
<td>• as an employer to any of your family’s domestic employees, to pay damages and costs to others which arise from any single event occurring during the insurance period which results in:</td>
<td>• any employment, trade, profession or business of any of your family,</td>
</tr>
<tr>
<td>• accidental death, disease, illness or accidental physical injury to anyone,</td>
<td>• any of your family passing on any disease or virus,</td>
</tr>
<tr>
<td>• accidental damage to physical property.</td>
<td>• the ownership or use of any motor vehicle, including children’s vehicles (other than garden machinery or wheelchairs or similar electric scooters specifically designed for the disabled or infirm), whether licensed for road use or not, any boat, wetbike, sand yacht, hovercraft, aircraft or train (other than hand propelled boats and models), gliders, hang-gliders, caravans or trailers,</td>
</tr>
<tr>
<td>The most we will pay is £200,000, except where there is accidental bodily injury to a domestic employee where the most we will pay is £10,000,000.</td>
<td>• any of your family owning land or buildings,</td>
</tr>
<tr>
<td>We will also pay defence costs agreed by us in writing.</td>
<td>• The Party Wall etc. Act 1996.</td>
</tr>
<tr>
<td>Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.</td>
<td>Liability accepted by any of your family under any agreement, unless the liability would exist without the agreement.</td>
</tr>
<tr>
<td>If you are legally liable under the terms of your tenancy agreement (not as owner, leaseholder or landlord) for damage to the home we will provide covers 1-11 of the Buildings Option.</td>
<td></td>
</tr>
<tr>
<td>Damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. Any amount exceeding £10,000.</td>
<td></td>
</tr>
<tr>
<td>20. Tenants improvements.</td>
<td>Damage by any cover listed elsewhere in the Buildings Option and which is specifically excluded under that cover. Any amount exceeding £10,000.</td>
</tr>
</tbody>
</table>
## Contents Accidental Damage Option

This Option sets out the cover provided for contents accidental damage. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>21. Unrecovered damages.</td>
<td>We won’t pay more than £2,000,000 in respect of any one award.</td>
</tr>
<tr>
<td>a) is in respect of death, bodily injury or illness or damage to property of such nature that you or your family would have been entitled to a claims payment under liability to the public had you or your family been responsible for the injury or damage,</td>
<td></td>
</tr>
<tr>
<td>b) is made by a court within the United Kingdom, Isle of Man or Channel Islands,</td>
<td></td>
</tr>
<tr>
<td>c) is still outstanding 6 months after the date on which it is made,</td>
<td></td>
</tr>
<tr>
<td>d) is not the subject of an appeal.</td>
<td></td>
</tr>
<tr>
<td>22. Accidental loss or damage while a professional removal firm is moving your contents from your home directly to your new permanent home in the British Isles.</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td>Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.</td>
<td>The amount is shown on your Schedule.</td>
</tr>
<tr>
<td>If you are not using a professional removal firm please contact us on 0330 102 2742 to arrange this cover.</td>
<td>Loss or damage by mechanical, electrical or electronic fault or breakdown.</td>
</tr>
<tr>
<td>23. Music, film or electronic data downloads.</td>
<td>Damage to china, glass, pottery or other items of a similar nature which are fragile, unless they have been packed by professional packers.</td>
</tr>
<tr>
<td>The cost of replacing non-recoverable music, film or electronic data legally downloaded by your family from a legitimate website following loss or damage to your contents.</td>
<td>Loss or damage while your contents are in storage or being moved to or from storage.</td>
</tr>
<tr>
<td>The cost of remaking or recreating any non-recoverable music, film or electronic data.</td>
<td>Loss of money.</td>
</tr>
<tr>
<td>Any data not commercially available at the time of loss.</td>
<td></td>
</tr>
<tr>
<td>24. Accidental damage or loss to contents while in your home.</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td>Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.</td>
<td>The amount is shown on your Schedule.</td>
</tr>
<tr>
<td>25. Accidental damage to TV, satellite, video, audio entertainment equipment and computer equipment while in your home.</td>
<td>Loss or damage if the home has not been lived in by your family for more than 60 consecutive days.</td>
</tr>
<tr>
<td>Audio entertainment equipment and computer equipment does not include musical instruments, mobile phones, records, tapes, discs, CDs, DVDs and computer games.</td>
<td>Loss or damage when the home is lent, let or sub-let to anyone other than your family.</td>
</tr>
<tr>
<td>Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose.</td>
<td>Deterioration of food.</td>
</tr>
<tr>
<td>26. Accidental breakage of mirrors, ceramic hobs in free standing cookers or glass which forms part of the furniture in the home.</td>
<td>Damage by:</td>
</tr>
<tr>
<td></td>
<td>• water entering the home other than by storm or flood,</td>
</tr>
<tr>
<td></td>
<td>• mechanical, electrical or electronic fault or breakdown,</td>
</tr>
<tr>
<td></td>
<td>• any cover listed elsewhere in the Contents Option and which is specifically excluded under that cover.</td>
</tr>
</tbody>
</table>

### How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2749.

You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.
Your John Lewis Home Insurance Policy Wording – Essential Cover

Personal Possessions Option

This Option sets out the cover provided for personal possessions. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

What is included

- All of the following are included provided that they belong to you or your family or you or your family are legally responsible for them and they are used for private purposes.

Personals possessions

- This means clothing when taken away from the home, jewellery, watches and personal items which your family normally wear or carry, sports or camping equipment and their accessories, wheelchairs or electric scooters specifically designed for the disabled or infirm and which are not legally required to be licensed for road use, which are all owned by your family or are your family’s responsibility under contract.

Money

- Current bank notes and coins, stamps, cheques, electronic pre-payment cards, savings certificates, gift tokens, postal and money orders, phone cards or vouchers, traveller’s cheques, premium bonds, parking, luncheon and retail vouchers and season or travel tickets, which are owned by your family or are your family’s responsibility under contract.

Credit, debit, charge or cash dispenser cards

- Credit, debit, charge or cash dispenser cards, all issued in the British Isles, which are owned by your family or are your family’s responsibility under contract.

If a reduced premium rate applies for items permanently kept in your bank, we must be told prior to you removing them, otherwise they won’t be covered.

What is not included

- Anything used solely for trade, professional or business purposes.
- Motor vehicles and children’s motor vehicles, whether licensed for road use or not, mechanically propelled or assisted vehicles other than pedestrian controlled vehicles, aircraft, trains and boats (other than models), gliders, hang-gliders, wetbikes, hovercraft and any other mechanically propelled or assisted watercraft, caravans, trailers or parts or accessories for any of them, whether attached or detached.
- China, glass, pottery and any other items of a similar nature which are fragile.
- Trailer tents.
- Any living creature.
- Any amount exceeding the Personal Possessions sum(s) insured shown on the Schedule and limits on page 5.
- Any amount exceeding £2,000 for each claim for theft or attempted theft from any detached outbuilding, garage, shed or greenhouse.
- Money does not include:
  - • promotional vouchers, air miles vouchers, credit notes, store or loyalty points, lottery tickets, scratchcards, raffle tickets and stamps which are part of a stamp collection,
  - • money used or held for any trade, professional or business purposes.
- Credit, debit, charge or cash dispenser cards does not include store loyalty cards or credit cards used or held for any trade, professional or business purposes.
- Loss or damage to personal possessions and money, while they are in the custody or control of any member of your family who is living away from the home while studying at university, college or school.
- The most we will pay for money is £500.
- The most we will pay for Credit, debit, charge or cash dispenser cards is £500 (in most cases you will only be liable for the first £50 per card).

What is covered

1. Loss or damage to personal possessions or money belonging to you or your family while anywhere in the world.

The excess, this is the first part of any claim that you must pay.
- Loss or damage from the cost of remaking any film, disc or tape or the value of any information contained on it.
- Theft from motor vehicles unless at the time of the loss or damage:
  - • someone aged 16 or over was in the motor vehicle, or
  - • the motor vehicle was securely locked, and
  - • force and violence were used to get into the motor vehicle, and
  - • the items stolen were out of sight in a locked boot or closed compartment.
- Any amount exceeding £2,000 for items left in an unattended motor vehicle.
- Loss or damage to items not in the care, custody or control of you or your family or an authorised person.
- Loss or damage caused by theft or attempted theft from an unlocked hotel room.
- Loss or damage caused by mechanical or electrical breakdown or failure.
- Loss or damage to documents.
- Loss or damage where property is obtained by any person using any form of payment which proves to be counterfeit, false, fraudulent, invalid, uncollectible, irrecoverable or irredeemable for any reason.
- Loss or damage specifically provided for elsewhere in this policy.
- Loss or damage to computers or computer equipment:
  - • by erasure or distortion of data,
  - • by accidental erasure or mislaying or misfiling of documents or records,
  - • by contamination.
- Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.
- Loss or damage in your home by theft, malicious acts or vandalism when your home is:
  - • lent, let or sub-let to anyone other than your family,
  - • used to receive visitors or paying guests in connection with any business,
  - • unless force and violence is used to get into or out of your home.
- Loss or damage to pedal cycles.
- Loss or damage caused by water entering the home other than from a storm or flood.
### Your John Lewis Home Insurance Policy Wording – Essential Cover

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Credit, debit, charge or cash dispenser cards. Cover for losses where your card provider charges you up to a maximum of £50 for each claim on every card, resulting from unauthorized transactions arising from the use of a lost or stolen credit, debit, charge or cash dispenser card.</td>
<td>Any loss or claim:</td>
</tr>
<tr>
<td>Do not forget to inform the police and the bank or credit card provider as soon as possible in the event of a loss.</td>
<td>• unless you and your family have complied with the terms and conditions of the issuing authority,</td>
</tr>
<tr>
<td></td>
<td>• due to errors or omissions in receipts, payments or accountancy,</td>
</tr>
<tr>
<td></td>
<td>• incurred by any member of your family who is living away from home while studying at university, college or school,</td>
</tr>
<tr>
<td></td>
<td>• use of credit, debit, charge or cash dispenser cards by any of your family without the permission of any authorized cardholder</td>
</tr>
<tr>
<td></td>
<td>• there is no excess payable for credit, debit, charge or cash dispenser cards.</td>
</tr>
<tr>
<td></td>
<td>• in most cases, you will only be liable for the first £50 per credit, debit, charge or cash dispenser card.</td>
</tr>
</tbody>
</table>

### How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2749.  
You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.

### Student Cover Option

This Option sets out the cover provided for student contents away from the home, while studying at university, college or school. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

<table>
<thead>
<tr>
<th>What is included</th>
<th>What is not included</th>
</tr>
</thead>
<tbody>
<tr>
<td>As long as the contents belong to you or your family or you or your family are legally responsible for them and, with the exclusion of business equipment, they are used for private purposes.</td>
<td>Any amount exceeding the limits shown on the Schedule and on page 6.</td>
</tr>
<tr>
<td>Household goods</td>
<td>Motor vehicles and children’s motor vehicles, whether licensed for road use or not, mechanically propelled or assisted vehicles other than pedestrian controlled vehicles, aircraft, trains and boats (other than models), gliders, hang-gliders, wetbikes, hovercraft and any other mechanically propelled or assisted watercraft, caravans, trailers or parts or accessories for any of them, whether attached or detached. Fixtures and fittings apart from tenants’ fixtures, fittings and interior decorations. Any living creature. Money does not include:</td>
</tr>
<tr>
<td>This means the things that you keep in the home, that you use to furnish the home and which normally stay at home. If you were to move home, you would normally take these items with you: for example, furniture, curtains, blinds, cushions, rugs, throws, lamps, linen, pots and pans, plates, cutlery, crockery, freestanding white goods such as microwave ovens, fridges, freezers, cookers, dishwashers and washing machines. This includes tenants’ fixtures, fittings and interior decorations.</td>
<td>• promotional vouchers, air miles vouchers, credit notes, store or loyalty points, lottery tickets, scratchcards, raffle tickets and stamps which are part of a stamp collection,</td>
</tr>
<tr>
<td>Personal effects</td>
<td>• money used or held for any trade, professional or business purposes.</td>
</tr>
<tr>
<td>This means clothes and articles of a strictly personal nature that are likely to be worn, used or carried. For example, mobile phones and sports equipment.</td>
<td>Credit, debit, charge or cash dispenser cards does not include store loyalty cards or credit cards used or held for any trade, professional or business purposes.</td>
</tr>
<tr>
<td>Valuables</td>
<td>Pedal cycle does not include any motorised pedal cycles.</td>
</tr>
<tr>
<td>This means jewellery (including costume jewellery), articles of or containing gold, silver or other precious metals, cameras (which include video cameras, camcorders and digital cameras), binoculars, watches, furs, paintings and other works of art, collections of stamps, coins and medals.</td>
<td></td>
</tr>
<tr>
<td>Money</td>
<td></td>
</tr>
<tr>
<td>Current bank notes and coins, stamps, cheques, electronic pre-payment cards, savings certificates, gift tokens, postal and money orders, phone cards or vouchers, traveller’s cheques, premium bonds, parking, luncheon and retail vouchers and season or travel tickets that are owned by your family or are your family’s responsibility under contract.</td>
<td></td>
</tr>
<tr>
<td>Credit, debit, charge or cash dispenser cards</td>
<td></td>
</tr>
<tr>
<td>Credit, debit, charge or cash dispenser cards, all issued in the British Isles, which are owned by your family or are your family’s responsibility under contract.</td>
<td></td>
</tr>
<tr>
<td>Business equipment</td>
<td></td>
</tr>
<tr>
<td>This means computers and ancillary equipment (excluding data) and equipment used for business, trade or profession, and includes stock but excludes money.</td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>This means deeds, bonds or securities. A document as defined by any document or certificate which is proof of money owed to any of your family.</td>
<td></td>
</tr>
</tbody>
</table>
### Student Cover Option (continued)

<table>
<thead>
<tr>
<th>What is included</th>
<th>What is not included</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pedal cycle</strong></td>
<td></td>
</tr>
<tr>
<td>Any pedal cycle and its accessories that is owned by your family or is your family’s responsibility under contract.</td>
<td></td>
</tr>
<tr>
<td>Under the Student Cover the most we will pay for any one claim is £5,000. Included within the £5,000:</td>
<td></td>
</tr>
<tr>
<td>• computers, including notebooks, laptops, desktop computers and palm tops, fax machines, printers, electronic data downloads and film downloads – limit is £1,500 in total,</td>
<td></td>
</tr>
<tr>
<td>• business equipment – limit is £500 in total,</td>
<td></td>
</tr>
<tr>
<td>• games and game players, including hand held consoles – limit is £500 in total,</td>
<td></td>
</tr>
<tr>
<td>• DVDs, CDs, video tapes, records and cassettes – limit is £500 in total,</td>
<td></td>
</tr>
<tr>
<td>• pedal cycle – limit is £500,</td>
<td></td>
</tr>
<tr>
<td>• money – limit is £200,</td>
<td></td>
</tr>
<tr>
<td>• Credit, debit, charge or cash dispenser cards – limit is £1,000 (in most cases, you will only be liable for the first £50 per card).</td>
<td>The maximum limit is £1,500 for any one item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Loss or damage to your household goods, business equipment and documents caused by covers a)–i) while they are moved temporarily away from the home to a building or residence where your family lives while studying at university, college or school within the British Isles.</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td>a) Fire, lightning, explosion, earthquake or smoke.</td>
<td>Damage by smoke from air pollution.</td>
</tr>
<tr>
<td>b) Storm or flood.</td>
<td>Loss or damage to any household goods, business equipment and documents in the open.</td>
</tr>
<tr>
<td>c) Water escaping from washing machines, dishwashers, fixed water or fixed heating systems. Oil escaping from a fixed heating system.</td>
<td></td>
</tr>
<tr>
<td>d) Riot, civil commotion.</td>
<td></td>
</tr>
<tr>
<td>e) Malicious acts or vandalism.</td>
<td>Loss of or damage to any household goods, business equipment and documents in the open.</td>
</tr>
<tr>
<td>f) Theft or attempted theft using force and violence to get into or out of the building or residence where your family lives while studying at university, college or school within the British Isles.</td>
<td></td>
</tr>
<tr>
<td>g) Falling trees or branches.</td>
<td></td>
</tr>
<tr>
<td>h) Falling aerials or satellite receiving equipment, their fittings or masts.</td>
<td></td>
</tr>
<tr>
<td>i) Impact involving vehicles, aircraft or anything dropped from them or animals.</td>
<td>Loss or damage by pets.</td>
</tr>
</tbody>
</table>

**In addition, we provide cover for the following:**

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Loss or damage to your household goods, business equipment and documents while being moved directly to or from the home to a building or residence where your family lives while studying at university, college or school within the British Isles.</td>
<td>The excess, this is the first part of any claim that you must pay.</td>
</tr>
<tr>
<td>The excess, this is the first part of any claim that you must pay. Loss or damage by mechanical, electrical or electronic fault or breakdown. Damage to china, glass, pottery or other items of a similar nature which are fragile, unless they have been packed by professional packers. Loss or damage while your household goods, business equipment and documents are in storage or being moved to or from storage.</td>
<td></td>
</tr>
<tr>
<td>3. Loss or damage to pedal cycles while in the possession of any of your family while studying at university, college or school in the British Isles when:</td>
<td></td>
</tr>
<tr>
<td>a) anywhere in Europe, Jordan, Madeira, the Canary and Mediterranean islands and those countries bordering the Mediterranean,</td>
<td></td>
</tr>
<tr>
<td>b) anywhere in the world for up to 60 days during any insurance period as shown on your Schedule.</td>
<td></td>
</tr>
<tr>
<td>The excess, this is the first part of any claim that you must pay. Any amount exceeding £500. Loss or damage to any pedal cycle left unattended in a public place unless the pedal cycle is locked to an object that cannot be moved. Loss by deception unless the only deception was someone tricking their way into the buildings or residence where your family lives. Any motorised pedal cycle.</td>
<td></td>
</tr>
</tbody>
</table>
What is covered | What is not covered
--- | ---
4. Loss or damage to personal effects, valuables and money while in the possession of any of your family while studying at university, college or school when: a) anywhere in Europe, Jordan, Madeira, the Canary and Mediterranean islands and those countries bordering the Mediterranean, b) anywhere in the world for up to 60 days during any insurance period as shown on your Schedule.
The excess, this is the first part of any claim that you must pay. Loss or damage: • by mechanical, electrical or electronic breakdown, delay, confiscation or detention by customs or other official bodies, • caused by theft or attempted theft from an unlocked hotel room. Theft from motor vehicles unless at the time of the loss or damage: • someone aged 16 or over was in the motor vehicle, or • the motor vehicle was securely locked, and • force and violence were used to get into the motor vehicle, and • the items stolen were out of sight in a locked boot or closed compartment. Loss by deception unless the only deception was someone tricking their way into the buildings or residence where your family lives. Loss of value or loss due to errors or omissions in receipts, payments or accountancy. Loss of money not reported to the police within 24 hours of discovery. The most we will pay for personal effects and valuables in total is £3,000 and for any one item is £1,500. The most we will pay for money in total is £200.

5. Credit, debit, charge or cash dispenser cards. Cover for losses where your card provider charges you up to a maximum of £50 for each claim for every card, resulting from unauthorised transactions arising from the use of a lost or stolen credit, debit, charge or cash dispenser card. Any loss or claim: • unless your family have complied with the terms and conditions of the issuing authority, • due to errors or omissions in receipts, payments or accountancy, • incurred by any member of your family who is not living away from home while studying at university, college or school. • use of credit, debit, charge or cash dispenser cards by any of your family without the permission of any authorised cardholder • there is no excess payable for credit, debit, charge or cash dispenser cards. • in most cases, you will only be liable for the first £50 per credit, debit, charge or cash dispenser card.

How to make a claim
If you wish to claim under this Option, please contact us on 0330 102 2749. You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.

Pedal Cycle Option
This Option sets out the cover provided for pedal cycles. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

| What is included | What is not included |
--- | --- |
Any pedal cycle and its accessories, owned by your family or which is your family’s responsibility under contract. | Pedal cycle does not include any motorised pedal cycles.

| What is covered | What is not covered |
--- | --- |
Loss of or damage to pedal cycles while in the possession of any of your family when: a) anywhere in Europe, Jordan, Madeira, the Canary and Mediterranean islands and those countries bordering the Mediterranean, b) anywhere in the world for up to 60 days during any insurance period as shown on your Schedule. | The excess, this is the first part of any claim that you must pay. Any amount exceeding the limits shown on the Schedule. Loss or damage: • to any pedal cycle left unattended in a public place unless the pedal cycle is locked to an object that cannot be moved, • to any pedal cycle, from the home, if the home has not been lived in by your family for more than 60 consecutive days. Loss by deception unless the only deception was someone tricking their way into your home. Loss of or damage to pedal cycles, while they are in the possession of any member of your family who is living away from the home while studying at university, college or school.

How to make a claim
If you wish to claim under this Option, please contact us on 0330 102 2749. You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.
Garden Option

This Option sets out the cover provided for the garden. If this section has been provided it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

If this Option is selected and is shown as included on the Schedule and if the Contents Accidental Damage Option is also selected and is shown as included on the Schedule, we will automatically add Accidental Damage Cover for the items covered in the Garden Option.

<table>
<thead>
<tr>
<th>What is included</th>
<th>What is not included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden means trees, shrubs, plants, hedges and lawns, gardening equipment (including motorised gardening equipment), garden furniture and removable items that are normally used in the garden, including play equipment, temporary gazebos, water features, statues, pots, lights and barbecues, which are all owned by your family or are your family’s responsibility under contract.</td>
<td>Items covered under the Buildings, Contents, Personal Possessions, Student Cover and Pedal Cycle Options. Accidental damage unless the Contents Accidental Damage Option has been selected. Motor vehicles and children’s motor vehicles, whether licensed for road use or not, mechanically propelled or assisted vehicles (other than garden machinery), or parts or accessories for any of them, whether attached or detached. Anything used for trade, professional or business purposes. The most we will pay for any one claim is £5,000.</td>
</tr>
</tbody>
</table>

What is covered                                                                                      What is not covered

- Loss or damage to the garden and items in the garden at the address shown on the Schedule including items in its detached annexes, outbuildings, garages, sheds and greenhouses caused by the following:  
  - The excess, this is the first part of any claim that you must pay. It applies to covers 1–10 and is shown on the Schedule. Any amount exceeding the limit shown on the Schedule.  
  - Loss or damage if:  
    - the home has not been lived in by your family for more than 60 consecutive days,  
    - anyone who is not a member of your family is living in the home. Both of the above only apply to covers 4 and 5.  
- 1. Fire, lightning, explosion, earthquake or smoke. Damage by smoke from air pollution.  
- 2. Storm or flood. Damage to trees, shrubs, plants, hedges and lawns.  
- 3. Riot, civil commotion.  
- 4. Malicious acts or vandalism.  
- 5. Theft or attempted theft. Loss or damage if the home and/or garden are used to receive visitors or paying guests in connection with your trade, profession or business.  
- 6. Falling trees or branches. Damage to shrubs, plants, hedges and lawns.  
- 7. Falling aerials or satellite receiving equipment, their fittings or masts.  
- 8. Impact involving vehicles, aircraft or anything dropped from them, or animals. Loss or damage by pets.  
- 9. Accidental damage. Accidental damage means sudden, unexpected and visible damage which has not been caused on purpose. This cover only applies if the Contents Accidental Damage Option has been selected. Damage to trees, shrubs, plants, hedges and lawns. Damage while anyone who is not a member of your family lives in the home, unless we have agreed to provide the Contents Accidental Damage Option and this cover is shown as insured on the Schedule. Damage by mechanical, electrical or electronic fault or breakdown. Any cover listed elsewhere in the Garden Option and which is specifically excluded under that cover.  

In addition, we provide the following cover:  

- 10. We will pay for the re-landscaping of your garden at the home as a result of damage by the emergency services. Loss or damage by any cover listed elsewhere in the Garden Option and which is specifically excluded under that cover except for damage to trees, plants, shrubs, hedges and lawns.

How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2749. You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.
Home Emergency Option

This Option sets out the cover provided for home emergency. If this section has been provided, it will be shown on the Policy Schedule as included unless the Schedule states ‘Not insured under this policy’.

A full description of the specific emergency situations covered are outlined in covers 1-7 in this Option.

In the event of an emergency at your home which;
• makes the home unsafe or insecure for you;
• causes damage to your home or its contents;
• or results in the home losing its main source of heating, lighting or water (hot or cold).
We will pay the following costs for work undertaken at the address shown on the schedule;
• temporary repair to resolve emergency situations
• parts
• call out charges

Work must be undertaken by a tradesperson who is approved and instructed by us and is competent to provide domestic repair services appropriate to the situation. Payments will be made directly to our contractor.

The Home Emergency Option does not cover everything which you might regard as an emergency. For example we do not cover:
• Normal day-to-day household maintenance of the home, system(s) or facility or repairs which need to be carried out periodically, such as descaling water pipes or curing leaking taps.
• Any incident not reported to us immediately upon discovery.
• Repairs which are made by anyone other than the tradesperson authorised by us.
• Any subsequent repairs for the same damage or system.
• Any repair arising from circumstances known to you before you asked us to provide cover.
• Costs incurred without our agreement.
• Land belonging to the home.
• Garages (unless integral to the home), sheds, greenhouses and any other outbuilding which is not designed to be permanently lived in.
• Gas leaks other than under cover 2.
• Permanently replacing or removing paths or driveways in order to deal with the emergency.
• Any system, equipment or facility having reached the end of its expected working life and any damage this may have caused.
• Any heating system or equipment not installed or repaired correctly by an authorised tradesman (approved by a regulatory body).
• Any system, equipment or facility not operated in accordance to manufacturer’s instructions. Any equipment which has been the subject of a manufacturer recall, unless the recall advice was followed, and any charges required were implemented.
• Domestic appliances.
• Loss or damage while the home in which you live has not been lived in by your family for more than 60 consecutive days.
• Loss or damage while the home is lent, let or sub-let to anyone other than your family.
• Any loss, expenses or costs of any kind that are not directly caused by the event that led to your claim.
• Any home used for any trade, professional or business purposes except clerical business.
• Any amount exceeding the sum insured shown on the Schedule.
• The most we will pay for any one claim including the cost of the repair, parts, call-out charges, alternative accommodation and VAT is up to £500.

What is covered | What is not covered
--- | ---
We will pay the cost of a temporary repair to prevent the emergency situation, parts and call-out charges for: | Cesspits, septic tanks and associated fittings.
Any mains service which is the responsibility of a public service company. | Any mains service which is the responsibility of a public service company.
Shared drainage facilities, except on the land belonging to the home. | Shared drainage facilities, except on the land belonging to the home.
Dripping taps or any other parts of the plumbing or drainage system where water is safely escaping down a drain. | Dripping taps or any other parts of the plumbing or drainage system where water is safely escaping down a drain.
Descaling and any work arising from hard water scale deposits. | Descaling and any work arising from hard water scale deposits.
Escape of water outside of the home, which is not causing damage to the interior of the home or its contents. | Escape of water outside of the home, which is not causing damage to the interior of the home or its contents.

1. Repairs necessary to restore the service or prevent further damage to the home as a result of failure or damage to the plumbing or drainage system.

2. Loss of heating or hot water as a result of complete failure or breakdown of the primary heating system of the home.

Boilers over 15 years old.
Any boiler with an output of 60kW or more.
The cost of repairing a boiler that is beyond economical repair. Beyond economical repair is where the cost of repairing your boiler would be more than the cost of replacing the boiler (including installation) with one of the same or similar make or model to your boiler.
The cost of replacing the heating system. | The cost of repairing a boiler that is beyond economical repair. Beyond economical repair is where the cost of repairing your boiler would be more than the cost of replacing the boiler (including installation) with one of the same or similar make or model to your boiler.
The cost of replacing the heating system. Failure of the electricity and/or gas supplies as a result of:
• industrial action by a public service company,
• the electricity and/or gas supply being deliberately or accidentally cut or turned off.
Failure or breakdown of a component which affects only the efficiency of the primary heating system.
Any loss or damage caused as a result of the lack of fuel. Where the primary heating system has not been inspected or serviced by a qualified person within 15 months of the last service and carried out by an authorised tradesman (approved by a regulatory body).
Proof will be required.
Descaling and any work arising from hard water scale deposits. Any mains service which is the responsibility of a public service company.
Damage to radiators. However, we will pay to isolate leaking radiators.
Home Emergency (continued)

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. (cont.) Dripping taps or any other parts of the plumbing or drainage system where water is safely escaping down a drain. Removing asbestos, unless necessary to undertake insured repair.</td>
<td></td>
</tr>
<tr>
<td>3. Complete failure of the electricity supply within the home. Failure of the electricity as a result of: • industrial action by a public service company. • the electricity supply being deliberately or accidentally cut off. Any mains service which is the responsibility of a public service company.</td>
<td></td>
</tr>
<tr>
<td>4. Removing rats, mice or squirrels or the treatment and removal of wasps’ nests that occur inside the home or are attached to the main structure of the home. Damage outside of the home, which is not causing damage to the interior of the home or its contents. We will not pay for more than two incidents in any one insurance period.</td>
<td></td>
</tr>
<tr>
<td>5. Securing the home as a result of damage to or breakage to the frame or glazing of the outside doors or windows of the home which leaves the home unsafe or insecure. Damage caused deliberately by your family.</td>
<td></td>
</tr>
<tr>
<td>6. Repairs necessary to make the roof of the home watertight and prevent further damage. The cost of replacing flat roofs.</td>
<td></td>
</tr>
</tbody>
</table>

In addition, you are covered for the following:

| 7. The cost of overnight accommodation for your family including that required for any pets normally living with you, if we agree that the home cannot be lived in. The cost of overnight accommodation for anyone who is not a member of your family. |

Call our 24-hour emergency helpline on the number shown on the Schedule after taking any immediate action that you think is necessary to protect the home from further damage, such as switching off the gas, electricity or water. We have a team of tradespeople on hand to carry out urgent repairs 24 hours a day, 7 days a week.

How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2750. You should also read the policy exclusions on page 28 and the policy and claims conditions on pages 25–27.

Protected No Claims Discount Option

No claims discount is earned on your policy. The no claims discount will increase by one year for each year in which you have not made a claim up to the maximum number of years allowable.

You can choose whether or not to protect your no claims discount so that in the event of a claim you will not lose the entire discount that you have earned. Your Policy Schedule will show whether you have chosen this Option and also how many years of no claims discount apply to your policy.

Any claims under the Buildings, Buildings Accidental Damage, Contents, Contents Accidental Damage, Personal Possessions, Student Cover, Pedal Cycle or Garden Options will affect your no claims discount.

Any claims under the Home Emergency, Legal Expenses and Identity Theft Options will not affect your no claims discount. Credit, debit, charge or cash dispenser cards claims will not affect your no claims discount.

If you choose to protect your no claims discount If you do not choose to protect your no claims discount

You can make one claim in a three-year period and your no claims discount will not be reduced. For any second or subsequent claim in a three-year period, your no claims discount will be reduced by two years for each claim. For each claim that you make in an insurance period, your no claims discount will be reduced by three years.

Once your no claims discount has been reduced or removed, it will subsequently increase by one year for each year that you do not make a further claim.
Identity Theft

This section sets out the cover that we provide for cases of identity theft.

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>We will cover you or your family for the following expenses arising as a result of identity fraud:</td>
<td>Any legal fees you or your family pay or agree to pay without our written permission.</td>
</tr>
<tr>
<td>1. Administration fees spent by you or your family when you or your family reapply for a loan following rejection due to incorrect information supplied by a credit reference agency. The most we will pay for an incident in this respect is £750.</td>
<td>Any loss resulting from your or any of your family’s employment, business or professions.</td>
</tr>
<tr>
<td>2. sums spent by you or your family for telephone and postal expenses for correspondence with financial institutions, credit agencies, law enforcement agencies or the police. The most we will pay for an incident in this respect is £250.</td>
<td>Any claim arising which happens outside the insurance period.</td>
</tr>
<tr>
<td>3. Loss of earnings as a result of you or your family having to take time off work to meet with financial institutions, credit agencies, law enforcement agencies or the police. The most we will pay for an incident in this respect is £150 per day up to a total of £7,500.</td>
<td>Any expenses incurred due to any fraudulent, dishonest or criminal act by you or your family or any person acting with you or your family, whether acting alone or in collusion with others.</td>
</tr>
<tr>
<td>4. Fees for administering and notarising fraud affidavits or similar documents for financial institutions or credit agencies required to evidence the occurrence of identity fraud. The most we will pay for an incident in this respect is £2,500.</td>
<td>Any amount exceeding £50,000 in total for any one incident.</td>
</tr>
<tr>
<td>5.</td>
<td>Legal fees which we have agreed to pay for the following:</td>
</tr>
<tr>
<td>a) the defence of a claim against you or your family by a financial institution</td>
<td></td>
</tr>
<tr>
<td>b) the removal of any incorrect court judgements made against you or your family</td>
<td></td>
</tr>
<tr>
<td>c) challenging the accuracy of any information in a credit reference report relating to you or your family.</td>
<td></td>
</tr>
</tbody>
</table>

How to make a claim

If you wish to claim under this Option, please contact us on 0330 102 2749.

You must contact the Identity Theft Helpline before you pay or agree to pay any costs.

We have appointed Arc Legal Assistance to administer Identity Theft on our behalf, including the administration of claims.

You should also read the exclusions and the claims conditions under the Legal Expenses Option on pages 24–25 and the claims conditions on pages 26–27 and the policy exclusions on page 28.

Legal Expenses

This section explains the cover that we provide for legal expenses up to £300,000 for any one claim unless your Schedule states ‘Not insured under this policy’.

This Option provides you with access to a wide range of effective solutions, including professional mediation, that are designed to address your individual circumstances.

The cover at a glance:
- personal injury
- consumer protection
- residential
- employment
- tax

If you need legal advice

If you or your family need legal advice on any personal or domestic matter or are unsure of the best way forward, just call our Legal Advice Helpline on the number shown on page 4 for expert advice and guidance at any time of the day or night.

If you think you might have a claim

If anything happens that might lead to a legal expenses claim, please call us for a claim form on 0330 102 2468 as soon as possible.

Completed forms should be sent to

Arc Legal Assistance.

Email: claims@arclegal.co.uk

Address: Arc Legal Assistance,
Lodge Park,
Lodge Lane,
Colchester,
CO4 5NE

Words with special meanings

This part of the policy sets out the words that have special meanings. Each word is listed with the meaning explained below it and is printed in bold type whenever it appears in this Option.

There are other words with special meanings listed on page 6 and you should also look at these.

Any one claim

All legal proceedings, including appeals, arising from or relating to the same original cause or event.

Arbitration

A meeting held in private to settle a dispute about the policy. This is less formal than a court hearing.

Court

A court or other appropriate authority.

Disbursements

Money that your solicitor has spent on your behalf in dealing with your case. These amounts are different from your solicitor’s own fees and will be shown as a separate item on your solicitor’s bill.

Expert witness

A person who has a special skill or technical or professional knowledge (for example, a doctor or a surveyor) and whose opinion can be given as evidence in court.
Legal Expenses (continued)

Full enquiry
Action taken by HM Revenue and Customs (HMRC) following a notice issued under Section 9A of the Taxes Management Act 1970 saying that they plan to carry out a ‘Special Compliance Office Investigation’ or a ‘Local Tax Office Enquiry’, which involves examining and considering all areas of your tax affairs in detail.

Goods
Items that you own or for which you are legally responsible, except motorised vehicles or parts of them, land, buildings, or items used for business purposes.

Household
You, your husband, wife, partner, children, parents and relatives who all normally live with you at your home.

Insurer
Royal & Sun Alliance Insurance plc.

Legal expenses
Your representative’s fees, costs and disbursements which we have agreed or the costs of any other people involved in the legal proceedings if you have to pay those costs. This includes costs following an ‘out-of-court’ settlement to which we have agreed. This does not include any damages, fines or penalties that you have to pay.

Legal proceedings
Legal action in a civil court to protect your rights in a dispute.

Partner
A person you have a continuous relationship with who lives with you at your home.

Representative
The solicitor or other suitably qualified person appointed to act for you.

Territorial limits
Great Britain and Northern Ireland, all other countries in the European Union, the Isle of Man, the Channel Islands, Andorra, Egypt, Gibraltar, Iceland, Israel, Liechtenstein, Monaco, Morocco, Norway, San Marino, Switzerland, Tunisia, Turkey, Vatican City and islands in the Mediterranean.

We, us, our
Arc Legal Assistance, a third party provider approved by Royal & Sun Alliance plc., which handles claims on behalf of the insurer.

You, your
The person named as policyholder on your Schedule and members of your household.

What is covered
We will provide the following cover for legal expenses up to £100,000 for any one claim unless your Schedule states ‘Not insured under this policy’.

You must have told us about the claim within 6 months of the cause of action arising. We must have given our agreement to support your claim.

The cause of the action must happen within the territorial limits and during the insurance period. The legal proceedings must be taken or defended in the territorial limits.

A. Personal injury

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>The cost of you taking legal proceedings against another person or organisation as a result of an event which causes your death or bodily injury.</td>
<td>Anything that is excluded on pages 23–24 of this policy.</td>
</tr>
<tr>
<td></td>
<td>Any illness or injury which happens gradually or is not caused by a sudden or specific accident.</td>
</tr>
<tr>
<td></td>
<td>Any illness or injury which arises from or relates to the actual or alleged negligence or recklessness of a medical practitioner.</td>
</tr>
<tr>
<td></td>
<td>Defending civil legal proceedings that are connected with:</td>
</tr>
<tr>
<td></td>
<td>• death, disease or illness of or bodily injury to anyone,</td>
</tr>
<tr>
<td></td>
<td>• loss or destruction of, or damage to any property. (This includes property which cannot be used because of the loss, destruction or damage.)</td>
</tr>
<tr>
<td></td>
<td>Any claim to do with your use of a motor vehicle, its parts or accessories (except a claim against another person or organisation for your death or bodily injury which happened while you were a passenger in a motor vehicle).</td>
</tr>
<tr>
<td></td>
<td>Any claim where the amount in dispute is less than £250.</td>
</tr>
</tbody>
</table>

B. Consumer protection

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The cost of you taking legal proceedings against another person or organisation as a result of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) a dispute over a contract for buying, selling or renting goods or services,</td>
</tr>
<tr>
<td></td>
<td>b) a person or organisation breaking the requirements of Part II, Section 13 of the Data Protection Act 1998, and where breaking those requirements results in you losing money,</td>
</tr>
<tr>
<td></td>
<td>2. The cost of defending a legal action brought against you as a result of a dispute over a contract for buying, selling or renting goods or services.</td>
</tr>
<tr>
<td></td>
<td>Anything that is excluded on pages 23–24 of this policy.</td>
</tr>
<tr>
<td></td>
<td>Any dispute over a contract that arises less than 90 days after the insurance first started, unless the dispute is to do with a contract which started after you took out the insurance.</td>
</tr>
<tr>
<td></td>
<td>Any matter connected with a moneymaking activity.</td>
</tr>
<tr>
<td></td>
<td>Anything to do with building, converting, extending, altering, renovating or demolishing your home.</td>
</tr>
<tr>
<td></td>
<td>Any dispute connected with letting, sub-letting or allowing another person to live in your home.</td>
</tr>
<tr>
<td></td>
<td>Anything to do with a motor vehicle, its parts or accessories.</td>
</tr>
<tr>
<td></td>
<td>Any claim where the amount in dispute is less than £250.</td>
</tr>
<tr>
<td></td>
<td>Any matter connected with any freehold or leasehold property which you own and which is not your permanent residence.</td>
</tr>
</tbody>
</table>
C. Residential

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The cost of <strong>you</strong> taking legal proceedings against another person or organisation as a result of:</td>
<td>Anything that is excluded on pages 23–24 of this policy.</td>
</tr>
<tr>
<td>a) a person or organisation interfering with your legal rights relating to your home. (You must be legally entitled to live in your home.)</td>
<td>An event that happens less than than 90 days after the insurance first started.</td>
</tr>
<tr>
<td>b) a dispute over a contract in your name to buy or sell your home or former home or to rent your home as a tenant,</td>
<td>Any legal proceedings over loss or damage covered under a more specific insurance policy.</td>
</tr>
<tr>
<td>c) an event which causes loss of or damage to your home.</td>
<td>Anything to do with building, converting, extending, altering, renovating or demolishing your home.</td>
</tr>
<tr>
<td>2. The cost of defending legal action brought against you as a result of:</td>
<td>Any dispute about letting, sub-letting or allowing another person to live in your home.</td>
</tr>
<tr>
<td>a) you allegedly interfering with another person’s legal rights in connection with you owning or living in your home. (You must be legally entitled to live in your home.)</td>
<td>Legal proceedings between you and a government department or a local authority, unless you could lose money if your case is not successful.</td>
</tr>
<tr>
<td>b) a dispute over a contract in your name to buy or sell your home or former home or to rent your home as a tenant.</td>
<td>Any matter connected with a moneymaking activity. Any matter connected with any freehold or leasehold property which you own and which is not your permanent residence. Any event which occurs outside the United Kingdom, the Isle of Man or the Channel Islands.</td>
</tr>
</tbody>
</table>

D. Employment

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The cost of <strong>you</strong> taking legal proceedings against your employer over your contract of employment. As soon as you knew of the dispute, you must have taken and followed legal advice from us.</td>
<td>Anything that is excluded on pages 23–24 of this policy.</td>
</tr>
<tr>
<td>2. The cost of defending legal action brought against you in the territorial limits as a result of prosecution that results from your normal duties as an employee. This includes civil proceedings under the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Data Protection Act 1998, or any Acts which replace or change these.</td>
<td>An event that happened less than 90 days after the insurance first started. Any matter connected with a moneymaking activity other than a dispute with your employer over your contract of employment.</td>
</tr>
</tbody>
</table>

E. Tax

<table>
<thead>
<tr>
<th>What is covered</th>
<th>What is not covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>The cost of <strong>your</strong> representative acting for you in a full enquiry by HMRC into your income and records to decide how much tax you have to pay under the following sections of the Taxes Act 1988:</td>
<td>Anything that is excluded on pages 23–24 of this policy.</td>
</tr>
<tr>
<td>1. Section 19, Schedule E of the Taxes Act 1988 on:</td>
<td>Any tax, interest or penalties you may have to pay to HMRC.</td>
</tr>
<tr>
<td>• your wages or salary,</td>
<td>Any case where you or your tax advisor have not taken every reasonable care to act according to tax legislation.</td>
</tr>
<tr>
<td>• your pension.</td>
<td>Anything to do with a tax return which you sent to HMRC and which arrived after the legal deadline.</td>
</tr>
<tr>
<td>2. Section 18, Schedule D of the Taxes Act 1988 where it relates to income you have received on:</td>
<td>An enquiry by HMRC which is only concerned with one or more specific areas of your tax return and which is not considered by HMRC to be a full enquiry.</td>
</tr>
<tr>
<td>• investments in the UK,</td>
<td>Any change in an HMRC investigation or enquiry when it becomes clear that they suspect serious fraud.</td>
</tr>
<tr>
<td>• investments overseas,</td>
<td>Any income you have earned as a self-employed person. Any matter connected with a moneymaking activity (other than your contract of employment or a normal private investment) or personal liability including:</td>
</tr>
<tr>
<td>in securities listed on a recognised national or international stock exchange.</td>
<td>• your business, trade or profession,</td>
</tr>
<tr>
<td>This cannot be your main source of income.</td>
<td>• a personal venture for gain,</td>
</tr>
<tr>
<td></td>
<td>• a share in a partnership or a joint venture for gain,</td>
</tr>
<tr>
<td></td>
<td>• an investment which is not listed on a recognised national or international stock exchange,</td>
</tr>
<tr>
<td></td>
<td>• a personal guarantee or indemnity.</td>
</tr>
<tr>
<td></td>
<td>Any money which the insurer has already paid if you later withdraw, without our agreement, from the defence of a full enquiry by HMRC.</td>
</tr>
<tr>
<td></td>
<td>Any money which has to be paid because you withdraw without our agreement from the defence of a full enquiry by HMRC.</td>
</tr>
<tr>
<td></td>
<td>Any matter connected with any freehold or leasehold property which you own and is not your permanent residence.</td>
</tr>
</tbody>
</table>

Exclusions

Exclusions applying to the Legal Expenses Option

The exclusions below apply to all the cover which the insurer provides under this Legal Expenses Option. You should also refer to the specific exclusions shown under each part of the Legal Expenses Option on pages 22–23 and to the general policy exclusions shown on page 28 of this policy.

What is not covered

1. Any claim where there is not a reasonable chance of you winning the case and achieving a reasonable outcome. Any event, dispute or cause of action that first happened or started before you took out this insurance. An event which you report to us more than 6 months after it happened. Legal expenses which apply to the period before we have agreed in writing to support your claim.
Legal Expenses (continued)

5. Legal proceedings where a reasonable estimate of your total legal expenses is greater than the amount in dispute.
6. Any legal expenses you could claim under any other insurance.
7. Any legal proceedings over loss or damage covered under a specific insurance policy.
8. A dispute about whether either the amount an insurance company should pay to settle an insurance claim or the way a claim should be settled.
9. Defending legal proceedings that are connected with:
   • death, disease or illness of or bodily injury to anyone,
   • your duties as a member of a profession or your duties as a director or officer of any company,
   • the loss or destruction of or damage to any property.
   (This includes property which cannot be used because of the loss, destruction or damage.)
10. Any application for judicial review.
11. Any legal proceedings between members of your family.
   (This does not apply to accidents involving motor vehicles.)
12. Any legal proceedings between you and your husband, wife or partner or former husband, wife or partner. This includes legal proceedings relating to custody, access or maintenance.
13. Defending any criminal proceedings or legal proceedings arising from anything you did deliberately or recklessly.
14. Any dispute with us or the insurer that is not dealt with under the arbitration condition on this page.

Policy conditions that are specific to the Legal Expenses Option
You will need to meet the policy exclusions on page 28 and the policy conditions on pages 25–26 as these conditions apply to the whole policy. In addition, for this Option you must also meet the following conditions.

1. Preventing legal proceedings
   You must take all reasonable measures to prevent or avoid being involved in legal proceedings and keep the cost as low as possible. The Legal Advice Helpline is available 24 hours a day, 7 days a week, to provide you with advice concerning your problem.

2. Arbitration
   If there is a dispute between you and us or the insurer about this Option of the policy, it can be taken to an independent arbitrator. The arbitrator will be a solicitor or barrister you and we agree to. If we cannot agree with you on an arbitrator, the President of the Law Society (or similar organisation within the appropriate territorial limits) will choose an arbitrator.

   The side that loses the arbitration will pay all the costs of the arbitration. If the decision is not totally in favour of one side, the arbitrator will decide who pays the costs. If you lose, the policy will not cover these costs.

Claims conditions that are specific to the Legal Expenses Option
You will need to meet the claims conditions on pages 26–27 as these conditions apply to the whole policy. In addition, for this Option you must also meet the following conditions.

1. Telling us about the claim
   If anything happens which might lead to a legal expenses claim, you must tell us as soon as possible by filling in a claim form. You must tell us fully and truthfully in writing all the details about your claim and give us all the information that we may need. Until you have told us about the claim and we have given our written agreement, the insurer will not be responsible for any legal expenses. The insurer will not cover legal expenses involved in your representatives handling the claim before the date when we gave our written agreement. You must have told us about the claim within 6 months of the cause of action arising.

2. Giving our agreement
   We will agree if all of the following apply:
   • we think you have a reasonable chance of winning your case and achieving a reasonable outcome,
   • the legal proceedings arise from a cause of action which is covered by this insurance. This cause of action must happen within the territorial limits and during the insurance period,
   • the legal proceedings will be dealt with in a court within the territorial limits,
   • you have kept to the terms and conditions of the policy and none of the exclusions listed on pages 23–24 of this booklet apply.

In circumstances where we have chosen a representative to act on your behalf, we will pay legal expenses incurred for providing the initial assessment of the claim irrespective of the prospects of success or whether the claim is covered under this policy.

Where you have chosen your own representative, any legal expenses incurred in providing initial assessment shall only be covered where there are reasonable prospects of successfully pursuing or defending the legal proceedings and the claim is covered under all other terms and conditions of the policy.

The decision to grant consent will take into account the advice of your representative as well as that of our own advisors. We may require, at your expense, an opinion of counsel on the merits of the legal proceedings. If the claim is subsequently admitted, your costs in obtaining such an opinion and providing such advice will be covered under this insurance.

If, during the claim, we think that there is no longer a reasonable chance of your winning the case and achieving a reasonable outcome, we may not continue to support your legal proceedings. If we do not carry on with your claim, we will tell you why.

If you decide to commence or continue legal proceedings for which we have denied support under this Claims Settlement Condition and are successful, we will pay legal expenses as if we had given our consent in the first instance.

3. Choosing a representative
   In the period before court papers need to be issued (or have been received), we may refer your case to a suitably qualified representative to act on your behalf.

   At the point where court papers need to be issued (or have been received), or where there is a conflict of interest, you are free to choose a suitably qualified representative.

   You will need to satisfy us that your representative has the appropriate experience and skills to handle your claim.

   Where we agree to the appointment of a representative of your choice, you must confirm that your representative will not charge more than a representative chosen or suggested by us, or that you will pay any difference between your chosen representative’s fees and those of a representative chosen or suggested by us. We will not pay your choice of representative more than we would pay our own choice of representative.

   In selecting the representative, you shall have a duty to minimise the cost of legal proceedings. If your choice of representative has to undertake work to familiarise themselves with the work already undertaken on the case, we will not pay for this work to be done. Any representative you choose is appointed to act for you.

   If we and you cannot agree whether court papers need to be issued or the choice of representative, you can take the matter to an independent arbitrator. This process is set out on this page.
4. Rights and responsibilities
You must tell us if an offer is made to settle the dispute. You must not negotiate or agree to settle the dispute without getting our agreement beforehand. If you do not accept a reasonable offer to settle the dispute, we may not continue to support your claim.

You must send us all bills for the representative’s legal expenses as soon as you receive them. You must confirm to us that any charges you have to pay for the representative handling this dispute are acceptable and that we may pay the bill for you.

You and your representative must take every step to recover legal expenses. You must pay any recovered legal expenses to your representative who must then refund any legal expenses which the insurer has paid or has been asked to pay.

If the insurer pays legal expenses up to the policy limit and you pay more legal expenses to end your case, the insurer and you will share any legal expenses that are recovered. The insurer and you will each receive the same percentage as originally paid.

5. Information your representative will need from you
You must give your representative all the information and help he or she may need. This will include a truthful account of the facts of your case and any paperwork to do with your case. You owe the same obligations to us as to your representative.

6. What you and your representative must do for us
We must be able to contact your representative. You and your representative must cooperate and tell us about developments to do with your case. If we ask for this, we must be able to have access to your representative’s files. This includes the truthful account of the facts of your case and any paperwork you have supplied to your representative.

If your representative wants to consult a barrister or expert witness, we will agree if we think it is reasonable. You must give us the name of the barrister or expert witness, and the reasons why you need one.

7. Appealing against a court’s decision
If you want to appeal against a court’s decision, you must give us your reasons for bringing the appeal. We will give you our agreement if all of the following apply:
• you tell us that you want to appeal as soon as your right of appeal arises. This is because strict time limits may apply.
• the appeal arises from legal proceedings to which we have already given our agreement under the terms of Claims Condition 2 on page 24.
• your appeal meets the requirements of Claims Condition 2 in the same way as your initial claim for legal expenses.

8. What action we may take
We may take over, in your name, all legal action in any of the following circumstances:
• if the dispute is for an amount which is under £5,000 or if the dispute could be dealt with by the small claims court.
• if you take legal action against someone or defend a case without our agreement, or in a different way from that advised by your representative.
• if you do not give proper instructions to your representative or barrister in time.
• if you cause a delay and your representative thinks it will harm your case.

In these circumstances, we may carry out our own investigation and try to settle your dispute. You must agree to a settlement which is reasonable. If we ask, you must tell your representative to get the court to tax your legal expenses, or get the Law Society to certify them according to the Solicitors Act 1974 or the Solicitors Remuneration Order 1972.

If you withdraw from defending a full enquiry by HMRC without our agreement, we will be entitled to recover from you any amounts the insurer paid during the defence.

Policy conditions
These are the conditions of the insurance that you and your family will need to meet as your part of this contract. There are other separate conditions of insurance applicable to the Legal Expenses Option on page 24. If you do not meet these conditions, we may need to reject a claim payment or a claim payment could be reduced. In some circumstances your policy may not be valid.

Taking care
Your family must take all reasonable steps to avoid incurring liability and prevent loss or damage to everything which is covered by this insurance and to keep all the property insured in good condition and in good repair.

Changes in your circumstances
Using the address on the front of the Schedule, you must tell us within 30 days as soon as you know about any of the following changes:
• the cost of your contents increases or the cost to rebuild your home increases.
• you are going to move home permanently.
• someone other than your family is going to live in the home.
• the home is going to be used for less than 6 days each week or as a holiday home.
• the home is going to be unoccupied. For the purposes of this condition, unoccupied means your home is going to be left without any occupants for more than a total of 60 days in any insurance period.
• work is to be done on the home which is not routine repair, maintenance or decoration, for example, any structural alteration or extension to the home.
• the number of bedrooms and/or bathrooms in the home has changed.
• you or any member of your family has received a conviction for any offence except for driving.
• any part of the home is going to be used for any trade, professional or business purposes.

There is no need to tell us about trade, professional or business use if:
• the trade, professional or business use is only clerical, and
• you do not have staff employed to work from the home, and
• you do not have any visitors to the home, in connection with your trade, profession or business.

We may re-assess your cover and premiums when we are told about changes in your circumstances. In certain circumstances your policy might be invalid, the policy may be cancelled and you may be entitled to a refund of premium. If you do not tell us about changes or give us incorrect information, the wrong terms may be quoted and we may be entitled to reject payment of a claim or a payment could be reduced. In certain circumstances your policy might be invalid, the policy may be cancelled and you may not be entitled to a refund of premium.

Fraud
If dishonesty, exaggeration or false documentation is used by your family or anyone acting on behalf of you or your family to obtain or support:
• a claims payment under your policy.
• cover for which you do not qualify.
• cover at a reduced premium.

All benefits under this policy will be lost, the policy may be invalid, you may not be entitled to a refund of premium and legal action may be taken against you.

Transferring your interest in the policy
You cannot transfer your interest in this policy to anyone else without our written permission.
Policy conditions (continued)

Cancelling the policy
If you wish to cancel your policy please write to us at the address or call the number shown on your schedule. If you cancel the policy you may be entitled to a refund of premium provided that no claim has been made during the current insurance period.

Cancellation by you within the first 14 days
If you cancel the policy after 14 days of the date you receive your policy documents, we will refund the premium provided no claim has been made during the current insurance period.

Cancellation by you after the first 14 days
If you cancel the policy after 14 days of the date you receive your policy documents, we will refund premiums already paid for the remainder of the current insurance period, provided no claim has been made during the current insurance period.

Where we cancel your policy
Please also refer to the Fraud condition on page 25 of the policy and to the Changes in Circumstances condition on page 25 of this policy.

We may also cancel the policy where we have identified serious grounds, including but not limited to;
• failure to provide us with information we have requested that is directly relevant to the cover provided under this policy or any claim;
• the use or threat of violence or aggressive behaviour against our staff, contractors or property;
• the use of foul or abusive language;
• nuisance or disruptive behaviour

we will contact you at your last known address and, where possible, seek an opportunity to resolve the matter with you. Where a solution cannot be agreed between us, we may cancel the policy by giving you 14 days notice. This will not affect your right to make a claim for any event that happened before the cancellation date. If we cancel the policy we will refund premiums already paid for the remainder of the current insurance period, provided no claim has been made during the current insurance period.

We also reserve the right to terminate the policy in the event that there is a default in the instalment payments due under any linked loan agreement, by giving you 14 days notice at your last known address.

Cancelling the monthly premium instalment agreement
Your policy has a normal insurance period of 12 months and your legal contract with us is for this period. You may have asked and we may have agreed for your annual premium to be paid on a monthly basis by instalments under the terms of the Consumer Credit Act 1974.

We reserve the right to terminate the policy in the event that there is a default in instalment payments due under any linked loan agreement. If you want to cancel your linked loan agreement but not your policy, you must contact us at the address given on the front of your Schedule. We can then tell you how much you will have to pay for the rest of the insurance period. If this amount is not paid by the date given in our reply to you, then all cover under your policy will be cancelled from this date.

Financial sanctions
We shall not provide any cover or be liable to provide any indemnity, payment or other benefit under this policy to the extent that the provision of such cover, indemnity, payment or other benefit would expose us to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom, United States or other country of policy issue.

If any such resolution, sanction, law or regulation takes effect during the insurance period we may cancel this policy immediately by giving you written notice at your last known address.

Claims conditions

These are the claims conditions that you and your family will need to keep to as your part of this contract. If you do not meet these conditions, we may need to reject a claim payment or a claim payment could be reduced.

If anything happens which might lead to a claim, you should take any immediate action that you think is necessary to protect your property and belongings from further damage. The sooner you tell us, the better. In some cases, there are other people you must contact first.

When an incident occurs which may result in a claim, you must also read the information on ‘How to make a claim’ on page 27.

You should also check the information on ‘How we settle claims’ for each Option of your policy which covers the loss or damage, for example, Contents and Buildings.

What you must do

If you or your family are the victim of theft, riot, a malicious act or vandalism, or if you or your family lose something away from the home, tell the police immediately upon discovery and ask for a crime reference number and tell us as soon as you can, or in the case of riot, tell us immediately.

If you wish to make a claim under Home Emergency, you must report any situation to us immediately upon discovery.

If someone is holding any of your family responsible for an injury or any damage, no one in your family must admit responsibility. Give us full details in writing as soon as you can and any claim form, application notice, legal document or other correspondence sent to your family must be sent to us straightaway without being answered.

For all other claims, tell us as soon as you can.

You should do all we reasonably ask you to do to get back any lost or stolen property.

Do not throw away any damaged items before we have had a chance to see them, or carry out any non-emergency repairs before we have had a chance to inspect them.

To help us deal with your claim quickly, we may require additional information which may include the following:
• Original purchase receipts, invoices, instruction booklets or photographs, bank or credit card statements, utility bills, pre-purchase surveys, or plans deeds of your property.
• Purchase dates and location of lost or damaged property.
• For damaged property, confirmation from a suitably qualified expert that the item you are claiming for is beyond repair.

Where we have asked you for specific information relevant to your claim we will pay for any reasonable expenses you incur in providing us with the above information.

Rights and responsibilities

We may need to get into a building that has been damaged to salvage anything that we can and to make sure that no more damage happens. You must help us to do this but you must not abandon your property to us.

You must not settle, reject, negotiate or offer to pay any claim that you have made or intend to make under this policy without our written permission. We have the right, if we choose, in your name but at our expense, to:
• take over the defence or settlement of any claim,
• start legal action to get compensation from anyone else,
• start legal action to get back from anyone else any payments that have already been made.

You must provide us with any information and assistance that we may reasonably require about any claim. You must help us to take legal action against anyone or help us to defend any legal action if we ask you to.

When you call us we will advise you of our requirements, which will either:
• ask you to get estimates for building repairs or replacement items, or
• arrange for the damage to be inspected by one of our Claims Advisors, an independent loss adjuster or other expert whose aim is to help us agree a fair settlement with you, or
• arrange for the repair or a replacement as quickly as possible.

Where we have asked you for specific information relevant to your claim, we will pay any reasonable expenses you incur in providing us with the above information.

How to make a claim

This information will enable us to make an initial evaluation on policy cover and claim value.

We may ask for additional information, depending upon circumstances and value, which may include the following:
• original purchase receipts, invoices, instruction booklets or photographs, bank or credit card statements, utility bills, pre-purchase surveys, or plans or deeds of your property,
• purchase dates and location of lost or damaged property,
• for damaged property, confirmation from a suitably qualified expert that the item you are claiming for is beyond repair.

Where we have asked you for specific information relevant to your claim we will pay any reasonable expenses you incur in providing us with the above information.

Sometimes we may wish to meet with you to discuss the circumstances of the claim, to inspect the damage or to undertake further investigations.

How we settle claims

For all claims except Legal Expenses

Matching items
We will not pay for:
• any loss of value to undamaged items in a matching set as a result of another item in the set being lost or damaged,
• replacing or changing undamaged items which belong to a set or suite which have a common design or use when the damage is restricted to a specific part or clearly defined area. For example, each separate item of a matching set of sanitary fittings, fitted kitchen units, matching sofas and chairs or other fixtures and fittings is regarded as a single item.

We will only pay for lost or damaged items and not for the cost of replacing, recovering or remodeling undamaged pieces, or pieces which have not been lost or damaged.

For all claims except Home Emergency and Legal Expenses

Where you have to pay an excess this will be taken off the amount of your claim.

How we settle claims for Buildings

We will pay for the cost of work carried out in repairing or replacing the damaged parts of your buildings and agreed fees and related costs.

The amount we will pay where repairs are carried out will not exceed the lesser of:
• the cost of the work had it been completed by our nominated contractor,
• the cost of the work based upon the most competitive estimate or tender from your nominated contractors.

If the repair or replacement is not carried out, we will pay the lesser of:
• the decrease in market value of your buildings due to the damage,
• the cost of the work had it been completed by our nominated contractor if the repair work had been carried out without delay.

No allowance will be made for VAT when a cash settlement is made. Repairs carried out by our preferred suppliers and insured under the Buildings Option or the Buildings Accidental Damage Option of this policy are guaranteed for 12 months in respect of quality of workmanship.

If the buildings have not been kept in a good state of repair or if the sum insured at the time of the loss or damage is less than the cost of rebuilding all the buildings in the same way, size, style and appearance as when they were new, including fees and related costs, we will pay the cost of repairing or replacing the damaged parts of the buildings and we will, where appropriate, take off an amount for wear and tear.

The most we will pay for any one claim, including fees and related costs, is the amount it would cost us to repair the damage to the buildings in the same way, size, style and appearance as when they were new, but not more than the sum insured shown on the Schedule or the limits in this Policy Wording.

How we settle claims for Contents, Personal Possessions, Student, Pedal Cycles and Garden Options

Where the damage can be economically repaired, we will pay the cost of repair.

Where the damage cannot be economically repaired and the damaged or lost item can be replaced, we will replace it. If a replacement is not available, we will replace it with an item of similar quality.

Where we are unable economically to repair or to replace an item with an item of similar quality, we will agree a cash payment with you based on the replacement value.

Where we can offer repair or replacement through a preferred supplier, but instead you request and agree to pay a cash settlement, then the amount will not normally exceed what we would have paid our preferred supplier.

We will not pay for any loss of value to any item which we have repaired or replaced.
Your John Lewis Home Insurance Policy Wording – Essential Cover

How to make a claim (continued)

The most we will pay for any one claim is the amount it will cost us to replace your items insured under the Options you have selected as new, but not more than the sum insured or any limits shown on the Schedule or in this Policy Wording.

If loss or damage happens and the sum insured on the Schedule is less than the cost of replacing your items as new, we will, where appropriate, take off an amount for wear and tear from the cost of the new item unless the item can be economically repaired, when only the cost of the repair will be paid.

How we settle claims for Home Emergency

The Home Emergency Option covers you against the costs of certain household situations, which you will find described in 'What is covered' in this Option. It does not cover everything which you might regard as an emergency. It does not cover normal day-to-day household maintenance or repairs which need to be carried out periodically, such as descaling water pipes or curing leaking taps.

If a permanent repair is necessary, the authorised tradesperson will carry it out provided that it can be effected at a similar expense.

This cover may not provide the cost of full repair or replacement. An authorised tradesperson is approved and instructed by us and is competent to provide domestic repair services appropriate to the situation. We will make the payments directly to our contractor.

If the claim is a result of an incident which is also covered under the Buildings Option or the Buildings Accidental Damage Option of your policy, you may be able to claim for any further repair costs under that Option. Please call our Claims Helpline on 0330 102 2749 and we will be happy to check this for you.

Policy exclusions

These exclusions apply to all the Options of the policy with the exception of pollution or contamination and rot, which do not apply to the Legal Expenses Option. This insurance does not cover the following:

Wear and tear

Any loss, damage, liability, cost or expense of any kind caused directly or indirectly by or resulting from wear and tear, viruses, disease, depreciation, repairs necessary in the normal course of maintenance, corrosion, rusting, damp, insects, vermin (except for cover 4 under the Home Emergency Option), fungus, condensation, fading, frost or anything which happens gradually, the process of cleaning, dyeing, repair, alteration, renovation or restoration.

Defective construction or design

Any loss, damage, liability, cost or expense of any kind caused by or resulting from poor or faulty design, workmanship or materials.

Existing and deliberate damage

Any loss, damage, liability, cost or expense of any kind occurring, or arising from an event occurring, before the insurance period starts or caused deliberately by your family.

Illegal activities

Any direct or indirect loss or damage caused as a result of the buildings being used for illegal activities.

Rot

Any loss, damage, liability, cost or expense of any kind caused by rot whether or not this is caused directly or indirectly by any other cover included in this insurance.

Date change and computer viruses

Any direct or indirect loss or damage caused:

• to equipment by its failing correctly to recognise data representing a date in such a way that it does not work properly or at all;
• by computer viruses.

Legal expenses, legal benefits and/or liability arising directly or indirectly from:

• equipment failing correctly to recognise data representing a date in such a way that it does not work properly or at all;
• computer viruses, but any claim for legal expenses/benefits to pursue compensation for personal injury is not excluded.

For the purposes of this exclusion:

• equipment includes computers and anything else insured by this policy which has a microchip in it;
• computers include hardware, software, data, electronic data-processing equipment and other computing and electronic equipment linked to a computer. Microchips include integrated circuits and microcontrollers;
• computer viruses include any program or software which prevents any operating system, computer program or software working properly or at all.

Pollution or contamination

Any claim or expense of any kind directly or indirectly caused by or arising out of pollution or contamination unless caused by:

• a sudden unexpected incident;
• oil or water escaping from a fixed oil or fixed water installation, and which was not the result of an intentional act and which occurs during any insurance period.
All pollution or contamination which arises out of one incident shall be
demed to have occurred at the time such incident takes place.

Radioactive contamination
Any expense, legal liability or any loss or damage to property directly
or indirectly caused by or contributed to by:
• ionising radiation or radioactive contamination from any nuclear fuel
  or waste which results from the burning of nuclear fuel,
• the radioactive, toxic, explosive or other dangerous properties of
  nuclear machinery or any part of it.

Sonic bangs
Any loss, damage, liability, cost or expense of any kind caused directly
or indirectly by pressure waves from aircraft.

Terrorism
Any loss, damage, liability, cost or expense of any kind directly or
indirectly caused by, resulting from or in connection with any act
of terrorism.

For the purposes of this exclusion, ‘terrorism’ means the use, or threat
of use, of biological, chemical and/or nuclear force or contamination by
any person(s), whether acting alone or on behalf of or in connection
with any organisation(s) or government(s), committed for political,
religious, ideological or similar purposes including the intention to
influence any government(s) or put any section of the public in fear.

War risks
Any loss, damage, liability, cost or expense of any kind caused directly
or indirectly by war, invasion or revolution.

Complaints procedure

Our commitment to customer service
At John Lewis Insurance we are committed to going the extra mile
for our customers. If you believe that we have not delivered the
service you expected, we want to hear from you so that we can try to
put things right.

Our promise to you
We will:
• Acknowledge all complaints promptly
• Investigate quickly and thoroughly
• Keep you informed of progress
• Do everything possible to resolve your complaint
• Use the information from your complaint to proactively improve
  our service in the future.

Step 1
If your complaint relates to your policy then please contact the
Customer Services number shown on your Policy Schedule. If your
complaint relates to a claim then please call the Claims Helpline
on 0330 102 2749.

We aim to resolve your concerns on an informal basis, within three
business days. Where we have been able to, we will send you a letter
confirming this. We’ll also explain how you may be able to refer the matter
to the Financial Ombudsman Service if you subsequently decide that you
are unhappy with the outcome.

Step 2
In the unlikely event that we are unable to resolve your concerns
through our informal complaints process, our customer relations team
will then review the matter on behalf of our Chief Executive. Once our
customer relations team have reviewed your complaint they will send
you a final decision in writing within 8 weeks of the date we received
your complaint.

If you are still not happy
If you are still unhappy after our customer relations team’s review, or
you have not received a written offer of resolution within 8 weeks of
the date we received your complaint, you may be eligible to refer your
case to the Financial Ombudsman Service. The Financial Ombudsman
Service is an independent body that arbitrates on complaints. They
can be contacted at:

Post: The Financial Ombudsman Service
  Exchange Tower
  Harbour Exchange Square
  London
  E14 9SR

Telephone: 0800 0234567
  (free from standard land line, mobiles may be charged)
  0300 1239123
  (costs no more than calls to 01 or 02 numbers)

Email: complaint.info@financial-ombudsman.org.uk
Website: www.financial-ombudsman.org.uk

You have 6 months from the date of our final response to refer
your complaints to the Financial Ombudsman Service. This does
not affect your right to take legal action, however, the Financial
Ombudsman Service will not adjudicate on any case where litigation
has commenced.

Thank you for your feedback
We value your feedback and at the heart of our brand we remain
dedicated to treating our customers as individuals and giving them the
best possible service at all times. If we have fallen short of this promise,
we apologise and aim to do everything possible to put things right.
Your privacy is important to us and we are committed to keeping it protected. We have created this Customer Privacy Notice which will explain how we use the information we collect about you and how you can exercise your data protection rights. This Privacy Notice will help you understand the following:

**Who are we?**
We are Royal & Sun Alliance Insurance plc (RSA), we provide commercial and consumer insurance products and services under a number of brands, such as MoreThn. We also provide insurance services in partnership with John Lewis plc.

**Why do we collect and use your personal information?**
As an insurer, we need your personal information to understand the level of insurance cover you require. We’ll use this information (e.g. your name, address, telephone number and email address) to communicate with you and if you agreed, to send you news and offers related to our products and services.

We need to use your information to create a quote for you, allowing you to buy insurance products from us. When buying a product from us, you’ll also need to provide us with details about the items you wish to be covered by the insurance (e.g. car make and model, your home).

We may need to check information you have submitted with external companies/organisations (e.g. the DVLA, the Motor Insurance Database, credit reference agencies and criminal conviction checks.) When buying certain products, sometimes we will ask for special categories of personal data (e.g. driving offences for motor insurance, medical records in case of injury).

Once you become a customer, we’ll need to take your payment details to set up your cover. This could be direct debit, credit or debit card information. To service your policy, we might contact you via our website, emails, telephone calls or post. When using these services we might record additional information, such as passwords, online identifiers and call recordings.

For some of our products, we may collect information through smart sensors to assess your insurance needs (e.g. a black box installed in your vehicle when you buy a telematics driving product, which collects and uses geo-location and driving behaviour data).

If you need to claim against your insurance policy, we will need to collect information about the incident and this may be shared with other selected companies to help process the claim. If other people are involved in the incident, we may also need to collect information about the incident and this may be shared with other selected companies to help process the claim.

In submitting an application to us, you may provide us with equivalent or substantially similar information relating to other proposed beneficiaries under the policy. You agree that you will bring this Privacy Notice to the attention of each beneficiary at the earliest possible opportunity.

Data protection laws require us to meet certain conditions before we are allowed to use your personal information in the manner described in this Privacy Notice. To use your personal information, we will rely on one or more of the following grounds:

- **Performance of contract:** We need to use your personal information in order to provide you with the policy (which is a contract of insurance between you and us), and perform our obligations under it (such as making payments to you in respect of a claim made under the policy).

- **Consent:** In certain circumstances, we may need your consent unless authorised by law in order to use personal information about you which is classified as “special categories of personal data”. For marketing, you will always be given a choice over the use of your data.

- **Necessity to establish, exercise or defend legal claim:** If you, or we, bring a legal claim (e.g. a court action) against the other, we may use your information in either establishing our position, or defending ourselves in relation to that legal claim.

- **Compliance with a legal obligation:** Where laws or regulations require us to use your personal information in certain ways.

- **Legitimate Interests:** We will also process your personal information where this processing is in our “legitimate interests”. When relying on this condition, we are required to carry out a balancing test of our interests in using your personal information (for example, carrying out market research), against the interests you have as a citizen and the rights you have under data protection laws. The outcome of this balancing test will determine whether we can use your personal information in the ways described in this Privacy Notice. We will always act reasonably and give full and proper consideration to your interests in carrying out this balancing test.

**Where else do we collect information about you?**
Where possible, we’ll collect your personal information directly from you. However, on occasion we may receive details about you from other people or companies. For example, this might happen if:

- It was given to us by someone who applied for an insurance product on your behalf (e.g. an insurance broker, a family member) where you have given them the permission to do so; or
- It was supplied to us when you purchased a product or service that is provided by us in partnership with other companies; or
- It was lawfully collected from other sources (e.g. Motor Insurance Database, Claims and Underwriting Exchange or fraud prevention databases) to validate the information you have provided to us.

We request those third parties to comply with data protection laws and to be transparent about any such disclosures. If you would like some further information, please contact us.

**Will we share your personal information with anyone else?**
We do not disclose your information outside of RSA except:

- **Where we need to check the information you gave to us before we can offer you an insurance product (e.g. reference agencies);
- Where we are required or permitted to do so by law or relevant regulatory authority (e.g. financial crime screening, fraud detection/prevention);
- Where we provide insurance services in partnership with other companies (e.g. building societies, large retailers);
- In the event that we are bought or we sell any business or assets, in which case we will disclose your personal information to the prospective buyer of such business or assets;
- As required to enforce or apply this Privacy Notice, or the contract of insurance itself;
- Within our group for administrative purposes;
- As required in order to give effect to contractual arrangements we have in place with any insurance broker and/or intermediary through which you have arranged this policy;
- With healthcare providers in the context of any relevant claim being made against your policy;
- If we appoint a third party to process and settle claims under the policy on our behalf, in which case we will make your personal information available to them for the purposes of processing and settling such claims;
- With our third party service providers (including hosting/storage providers, research agencies, technology suppliers etc.);
- With our reinsurers (and brokers of reinsurers) in connection with the normal operation of our business;
- Sometimes your personal information may be sent to other parties outside of the European Economic Area (EEA) in connection with the purposes set out above. We will take all reasonable steps to ensure that your personal information is treated securely and in accordance with this Privacy Notice, and in doing so may rely on certain “transfer mechanisms” such as the EU-US Privacy Shield, and the standard contractual clauses approved by the European Commission. If you would like further information please contact us.

**Which decisions made about you will be automated?**
Before we can offer you an insurance product or service, we may need to conduct the following activities, which involve automated (computer based) decision-making:

- **Pricing and Underwriting** – this process calculates the insurance risks based on the information that you have supplied. This will be used to calculate the premium you will have to pay.
- **Credit Referencing** – using the information given, calculations are performed to evaluate your credit rating. This rating will help us to evaluate your ability to pay for the quoted products and services.
Your John Lewis Home Insurance Policy Wording – Essential Cover

- Smart Sensor Data Analytics – an insurance product that collects your information using smart sensors (e.g., in car black box) to calculate your insurance risk (e.g., driving score). This may then be used to determine your policy rewards (e.g., cash back for safe driving) and to calculate your policy renewal premium.
- Automated Claims – some small claims may qualify for automated processing, which will check the information you provide, resulting in a settlement or rejection of your claim.

The results of these automated decision-making processes may limit the products and services we can offer you. If you do not agree with the result, you have the right to request that we perform a manual reassessment using the same information that you originally provided. If you wish to do so please contact us.

For how long will we keep your information?
Your personal information will be retained under one or more of the following criteria:
- Where the personal information is used to provide you with the correct insurance cover, which will be kept as long as it is required to fulfil the conditions of the insurance contract.
- Where the use of your personal information for a specific purpose is based on your consent, it will be kept for as long as we continue to have your consent (e.g., we would stop contacting you for marketing purposes once you have asked us to).
- Where, for a limited period of time, we are using some of your information to improve the products or services we provide.
- For as long as your information is required to allow us to conduct fraud and/or criminal checks and investigations.

Will you be contacted for marketing purposes?
If you have agreed, we might contact you by post, email, phone and text message to let you know about offers and services we think you’ll like. The messages may be personalised using information you have previously provided us.

You can ask us to stop contacting you for marketing purposes at any point.
We will only contact you for marketing purposes if we collected your information directly except when authorised and instructed by the third-party acting on your behalf.
We may use the information which we collect about you to show you relevant advertising on third-party websites (e.g., Facebook, and Google). This could involve showing you an advertising message where you relevant advertising on third-party websites (e.g., Facebook, and Google). This could involve showing you an advertising message where

Your information is incorrect what should you do?
If you hold a product or service with us and think that the information we hold about you is incorrect or incomplete, please contact us and we will be happy to update it for you.

What are your rights over the information that is held by RSA?
We understand that your personal information is important to you. Therefore you may request the following from us to:
1. Provide you with details about the personal information we hold about you, as well as a copy of the information itself in a commonly used electronic format. [Request Ref: DSR 1]
2. Request your personal information be deleted where you believe it is no longer required. Please note however, we may not be able to comply with this request in full where, for example, you are still insured with us and the information is required to fulfil the conditions of the insurance contract. [Request Ref: DSR 2]
3. Request the electronic version of the personal information you have supplied to us, so it can be provided to another company. We would provide the information in a commonly used electronic format. [Request Ref: DSR 3]
4. Request to restrict the use of your information by us, under the following circumstances [Request Ref: DSR 4]:
   a. If you believe that the information we hold about you is inaccurate, or;
   b. If you believe that our processing activities are unlawful and you do not want your information to be deleted.
   c. Where we no longer need to use your information for the purposes set out in this Privacy Notice, but it is required for the establishment, exercise or defence of a legal claim.
   d. Where you have made an objection to us (in accordance with section 5 below), pending the outcome of any assessment we make regarding your objection.
   5. Object to the processing of your data under the following circumstances [Request Ref: DSR 5]:
   a. Where we believe it is in the public interest to use your information in a particular way, but you disagree.
   b. Where we have told you we are using your data for our legitimate business interests and you believe we shouldn’t be (e.g., you were in the background of a promotional video but you did not agree to be in it).

In each case under section 5 above, we will stop using your information unless we can reasonably demonstrate legitimate grounds for continuing to use it in the manner you are objecting to.

If you would like to request any of the above, please contact us and submit a written request, including the request reference (e.g., DSR 1), as this will speed up your request. To ensure that we do not disclose your personal information to someone who is not entitled to it, when you are making the request we may ask you to provide us with:
- Your name;
- Address(es);
- Date of birth;
- Any policy IDs or reference numbers that you have along with a copy of your photo identification.

All requests are free of charge, although for requests for the provision of personal information we hold about you (DSR) we reserve the right to charge a reasonable administrative fee where, we believe an excessive number of requests are being made. Wherever possible, we will respond within one month from receipt of the request, but if we don’t, we will notify you of anticipated timelines ahead of the one month deadline.

Please note that simply submitting a request doesn’t necessarily mean we will be able to fulfil it in full on every occasion – we are sometimes bound by law which can prevent us fulfilling some requests in their entirety, but when this is the case we will explain this to you in our response.

Our Privacy Notice
If you have any queries regarding our Privacy Notice please contact us and we will be happy to discuss any query with you. Our Privacy Notice will be updated from time to time so please check it each time you submit personal information to us or renew your insurance policy.

How can you contact us about this Privacy Notice?
If you have any questions or comments about this Privacy Notice please contact:
The Data Protection Officer
RSA
Bowling Mill
Dean Clough Industrial Park
Halifax
HX3 5WA
You may also email us at cthalfax@uk.rsagroup.com.

How can you lodge a complaint?
If you wish to raise a complaint on how we have handled your personal information, please send an email to cthalfax@uk.rsagroup.com or write to us using the address provided. Our Data Protection Officer will investigate your complaint and will give you additional information about how it will be handled. We aim to respond in a reasonable time, normally 30 days.

If you are not satisfied with our response or believe we are not processing your personal information in compliance with UK Data Protection laws, you may lodge a complaint to the Information Commissioner’s Office, whose contact details are:
Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF