



Business Contact Summary Data Protection Notice

January 2019

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At Liberty we take privacy seriously and we aim to be clear about how we use personal data. Personal data means information that can be used to identify you. This Data Protection Notice sets out how we process and protect personal data that we obtain through our dealings with other businesses and corporate entities that we have business or professional dealings with. This includes personal data relating to employees, officers, directors, shareholders and third party representatives of those corporate entities or businesses (“Relevant Individuals”). Where indicated below, this Notice should be read in conjunction with our General Data Protection Notice at www.libertyinsurance.ie/GDPR.

Who we are and how to get in touch

When we refer to Liberty Insurance in this Summary Data Protection Notice we mean, Liberty Seguros Compania de Seguros Y Reaseguros S.A., with its address at Paseo de las Doce Estrellas 4, 28042 Madrid, Spain, registered as a branch in Ireland (as Liberty Insurance) with Irish branch number 904632 and branch address at Dublin Road, Cavan, Co. Cavan, Ireland.

Type of personal data we collect

We collect individual details and identification details for Relevant Individuals. For more details see Section 2 of our Data Protection Notice.

Why we process it, on what legal basis and for how long

We need to process your personal data by corresponding with you for our legitimate interests in managing our business and being able to interact with Relevant Individuals in our business or professional dealings with the businesses and corporate entities they represent. We will retain personal data for as long as is necessary to enable us to conclude our business or professional dealings. The criteria we use to determine this will be the duration of our engagement and whether the nature of the engagement is such that it is likely that we will need to interact on a regular basis.

For more details see Section 8 of our Data Protection Notice.

Further more information about your rights and about how we protect and handle personal data, **and how to lodge a complaint or to get in touch** see Section 10 and Section 11 of our Data Protection Notice.

Recipients of personal data we collect

For details on who may receive personal data for Relevant Individuals, including details of transfers of personal data, see Section 6 of our Data Protection Notice.

Relevant Individual rights

Data subjects have certain rights in relation to how we process personal data, in particular:

- a. **Right of access:** the right to know what data we hold, why we hold it and how we process it;
- b. **Right of rectification:** the right to correct any incorrect information we hold about you;
- c. **Right to be forgotten;**
- d. **Right to data portability:** the right to get a copy of the information we have about you or have it sent to another data controller;
- e. **Right to object:** the right to stop us processing your data where we are processing on the basis of our legitimate interests; and
- f. **Right to restrict processing of your data:** the right to restrict the processing of your information, for example while we check the accuracy of your information.