

## PREMIUM NOTIFICATION

Agent

Jelf Insurance Brokers Ltd(Peterborough)  
31 Priestgate  
Peterborough  
Cambridgeshire  
PE1 1JL

Phone: 01733 294500  
UK 3700

Policyholder

Vision4Growth  
83 Johnson Place  
65 Walsworth Road  
Hitchin, Herts  
SG4 9FJ

431240

Policy number **SCW 2278215**

Reason **Renewal**

Policy type **Small Charity Connect**

Period of insurance from **0:01 Hrs 3/06/18**  
to **Midnight 2/06/19**

Premium £176.00

Insurance Premium Tax (IPT) £21.12

**Total premium £197.12**

Number of claims in previous insurance year: 0

Please refer to the notes overleaf regarding renewal of your policy.

In the 2016 autumn statement HM Treasury announced an increase in Insurance Premium Tax (IPT) from 10% to 12%. This takes effect from 1st June 2017.

Date of Issue 24/04/18

### **Does this policy still meet your needs?**

Your requirements may change over time, so you may benefit from reviewing the current sums insured, limits of indemnity and the level of cover under your policy to ensure it remains sufficient for your needs. Contact your insurance advisor or us to discuss any changes that you need.

### **Notes applying to renewal of your policy**

1. It is your responsibility to take the necessary action to renew your policy before the renewal date to ensure that you remain covered. Contact your insurance advisor or us if you have any questions about the renewal of your policy.
2. a) If you pay your premium annually then payment must be made to your insurance advisor or us before the renewal date. No obligation rests on us to accept the premium if paid after the renewal date.  
b) If you pay your premium by instalments to us, no action is needed if you intend to renew the policy. If you decide not to renew your policy, please cancel the direct debit mandate.
3. You must make sure that the information provided to us for this policy is, and will continue to be accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading, then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and keep the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing the policy.
4. If in between the time of the issue date of this document and the renewal date, you suffer a loss, damage or any other incident that gives rise to a claim, then we retain the right to alter or withdraw the terms of the renewal.
5. Your renewal is offered on the basis that you continue to meet the eligibility requirements for this policy. Payment of the renewal premium will be taken as confirmation that you still meet the eligibility requirements.

### **Important Reminder**

Throughout your policy there are special requirements which are aimed at reducing the risk of loss, damage or liability. If you do not keep to these requirements we will not pay for claims (unless we agree otherwise). Please make sure you comply with any requirements that apply to you.

Date of Issue 24/04/18

## NOTICE TO POLICYHOLDERS

### SAFEGUARDING POLICY FOR CHILDREN OR VULNERABLE ADULTS

Please note that as from the first renewal date of your policy on or after the 1st April 2018, we need to make some changes to your policy:

- 1) Endorsement 482 POLICY CHANGES APRIL 2018 will be shown in your policy schedule to amend the policy definition of **professional supplier** so that the definition will apply to those under a contract with you or not.
- 2) If the Abuse Extension is insured this will be shown in your policy schedule as endorsement 406 (endorsement 426 if £2M indemnity limit applies). The special requirement for 'Protection policy for groups working with young people or vulnerable adults' is deleted and restated as SAFEGUARDING POLICY FOR CHILDREN OR VULNERABLE ADULTS. The revised wording is designed to be clearer about to whom these requirements apply, including **professional suppliers**, where Disclosure and Barring checks are needed and the training that needs to be given to those who work with children or vulnerable adults.
- 3) The Statement of Facts document has been revised to reflect the changes made to the safeguarding special requirement. The conditions that you must comply with have been updated and are now more extensive. If you work with any children or vulnerable adults you must check the conditions and ensure you can comply with them. If you have any issues you should contact your insurance advisor or us.

## NOTICE TO POLICYHOLDERS

### POLICY CHANGES MAY 2018

Please note that as from the policy inception, or the first renewal date of your policy, on or after the 1st May 2018, we need to make some changes to your policy.

We are making these changes to bring your policy up to date with new standard terms and conditions. The changes explained in this notice letter, and endorsement now added to your schedule, form part of your policy and must be read in conjunction with your policy booklet, schedule and any other documentation we have issued.

By including changes to a particular section this does not mean that you have chosen to include that section; you will need to check with your current policy schedule to see which covers you have chosen to include.

Before paying your premium please make sure that the cover provided meets your needs. By insuring with us you accept the changes. If you have any questions or concerns please contact your insurance advisor or us.

#### 1. Change - Data Privacy Notice

Why are we making this change?

We take data protection seriously and your privacy is important to us. There have been recent changes to data protection legislation and we want to take this opportunity to clarify how we use your data.

With effect from policy inception or renewal date on or after 1st May 2018 your policy schedule includes a new Data Privacy Notice that replaces any privacy notice which is contained in your policy or in any other documentation we have sent to you. Please note that all references to data processing previously contained in your Statement of Facts are now removed and the new Data Privacy Notice will apply.

#### 2. Change - Replacement of Data Protection extension (Public and Products Liability)

Why are we making this change?

We have updated the Data Protection extension so that it covers you for third party claims for damages under the most recent data protection legislation. We have also incorporated additional cover for defence costs for certain prosecutions in connection with the legislation. This defence costs cover is for claims occurring in the current period of insurance. To further protect you we are providing some additional cover for past events that would have been covered under a previous 'claims made' policy which you become aware of in the current period of insurance, and report to us within 28 days.

With effect from policy inception or renewal date on or after 1st May 2018, endorsement 483 POLICY CHANGES MAY 2018 will be shown on your schedule. Part 'A.' of this endorsement deletes the Data Protection extension under the Public and Products Liability section in your policy booklet and replaces it with a new extension.

Continued...

## **NOTICE TO POLICYHOLDERS**

### **POLICY CHANGES MAY 2018**

Continued...

#### **3. Change - Additional exclusion of data protection costs (Professional Indemnity)**

Why are we making this change?

Following recent legislative changes in respect of data protection we have taken the opportunity to review to what extent cover is provided by the various sections of your policy. We have decided to specifically exclude any cover in relation to regulatory or disciplinary investigations or proceedings, under the Professional Indemnity section of your policy. This would also exclude cover in relation to data protection costs. However, cover for data protection is provided under the Public and Products Liability section, and this is explained in item 2. above.

With effect from policy inception or renewal date on or after 1st May 2018, endorsement 483 POLICY CHANGES MAY 2018 will be shown on your schedule. Part 'B.' of this endorsement adds in a new exclusion under the Professional Indemnity section of your policy for liability directly or indirectly arising from any regulatory or disciplinary investigations or proceedings.

#### **4. Changes - Applicable to the Legal Expenses section:**

- **minimum limit of indemnity increased to £250,000,**
- **additional exclusion of cyber-related claims and**
- **replacement of data protection cover under Legal Defence.**

Why are we making these changes?

If you have this cover, it is our view that a minimum limit of indemnity of £250,000 is required to reflect increasing legal costs and any customers on lower limits of indemnity have received an uplift to this amount (this will be shown on your schedule). For clarification, the limit of indemnity is for legal costs and expenses including solicitors' and barristers' fees, court costs, expenses for expert witnesses, attendance expenses, accountants' fees and employment compensation awards (the latter are further limited to £1,000,000 in total for all such awards in any one period of insurance).

We have also added a new exclusion for any cyber-related claims e.g. due to viruses or similar.

From the 25th May 2018, changes in legislation impact the Data Protection cover under the Legal Defence insured incident of the Legal Expenses section. Modifications have been made to reflect new data privacy legislation and to remove specific reference to the Data Protection Act 1998.

With effect from policy inception or renewal date on or after 1st May 2018, endorsement 483 POLICY CHANGES MAY 2018 will be shown on your schedule:

- a) part 'C.' of this endorsement adds in a new exclusion applicable to all insured incidents for any cyber-related claims,
- b) part 'D.' of this endorsement is effective from the 25th May 2018 and deletes all terms relating to data protection and Information Commissioner registration that appear in cover c) of insured incident 1 Legal Defence. Cover for Data Protection is then re-stated.

**THE SCHEDULE:** Attaching to and forming part of the policy bearing the number below and written upon policy form FA51 0216.  
Subject to the terms and conditions of the policy the insurance is for the period shown.

Agent

Jelf Insurance Brokers Ltd(Peterborough)  
31 Priestgate  
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Cambridgeshire  
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Phone: 01733 294500  
UK 3700

Policyholder

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83 Johnson Place  
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SG4 9FJ

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Policy number **SCW 2278215**

Reason **Renewal**

Policy type **Small Charity Connect**

Period of insurance from **0:01 Hrs 3/06/18**  
to **Midnight 2/06/19**

Premium £176.00

Insurance Premium Tax (IPT) £21.12

**Total premium £197.12**

CHARITABLE CATEGORY:  
Community

ACTIVITIES OF THE INSURED:  
Blind club  
Liabilities extended to Hills Road Sports and Tennis Centre,  
Perbeck Road, Cambridge, CB2 8PF

Policy number SCW 2278215

**SCHEDULE**

**Location: 83 Johnson Place 65 Walsworth Road, Hitchin Herts SG4 9FJ**

Your No Claims Discount is 2 year(s)

<b>SECTION</b>	<b>EXCESS</b> (Unless another amount is stated by endorsement or in the policy wording)	<b>COVER</b>
1 PUBLIC & PRODUCTS LIABILITY Indemnity Limit Libel and Slander	£250	OPERATIVE £5,000,000 £10,000
2 CONTENTS Contents Stock		NOT OPERATIVE £0 £0
3 ALL RISKS Sum Insured (as per enclosed specification)		NOT OPERATIVE £0
4 MONEY Limit during working hours Limit in transit Limit in bank night safe Limit in Safe Personal Accident (Assault) Capital benefits Weekly benefits for persons aged 16 to 75 years		NOT OPERATIVE £0 £0 £0 £0 £0 £0
5 BUSINESS INTERRUPTION A - Loss of Income (max. indemnity period 00 months) B - Extra Expenses (max. indemnity period 00 months)		NOT OPERATIVE £0 £0
6 COMPUTER BREAKDOWN Computer equipment Data		NOT OPERATIVE £0 £0
7 EMPLOYERS LIABILITY Indemnity Limit		OPERATIVE £10,000,000
8 PROFESSIONAL INDEMNITY Indemnity Limit Retroactive date -		NOT OPERATIVE £0
9 TRUSTEES & DIRECTORS INDEMNITY Indemnity Limit Retroactive date -		NOT OPERATIVE £0

Policy number SCW 2278215

**SCHEDULE**

<b>SECTION</b>	<b>EXCESS</b>	<b>COVER</b>
	(Unless another amount is stated by endorsement or in the policy wording)	
10 PERSONAL ACCIDENT		NOT OPERATIVE
11 LEGAL EXPENSES		NOT OPERATIVE
Sum Insured		£0



Policy number SCW 2278215

**SCHEDULE**

**Endorsements**

215 - Activities  
482 - Policy Changes April 2018

453 - Costs in Addition & Contractual Liability Amends  
483 - Policy Changes May 2018

Policy number SCW 2278215

**ENDORSEMENTS**

482 POLICY CHANGES APRIL 2018

The following change is made to **your** policy:

The policy definition of **professional supplier** is deleted and replaced by:

**professional supplier** any third party individual, company or organisation, other than **you** or **your employees**, that:

- organises
- runs
- supervises

activities as a business, and provides such activities for **you** with or without a fee being charged

Policy number SCW 2278215

**ENDORSEMENTS**

215 ACTIVITIES

1. Subject to the terms, exceptions and conditions of the policy, the definition of **your activities** is deemed to include:

- attendance at trade shows, exhibitions, conferences, meetings and seminars
  - clerical and associated office administration work
  - fundraising events and recreational activities not exceeding an attendance of 500 persons at any one time
- but not any activity which is otherwise excluded in '2. EXCLUDED ACTIVITIES (PUBLIC AND PRODUCTS LIABILITY)' below.

2. EXCLUDED ACTIVITIES (PUBLIC AND PRODUCTS LIABILITY)

The following exclusions are added to WHAT IS NOT COVERED under section 1:

a) Liability arising from any of the following activities:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>i.                     <ul style="list-style-type: none"> <li>• abseiling</li> <li>• aerial activities of any kind</li> <li>• American football or Australian rules football</li> <li>• climbing requiring the use of hands as well as feet (other than children's playground equipment)</li> <li>• fire walking</li> <li>• firework displays and/or bonfire events</li> <li>• forest school activities</li> <li>• glacier walking or trekking</li> <li>• Gaelic football</li> <li>• gorge walking and the like</li> </ul> </li> <li>ii. football where:                     <ul style="list-style-type: none"> <li>- <b>your</b> football team(s) is (are) participating in a league system (including official training and practice sessions)</li> <li>- <b>you</b> manage, control or organise a football league system.</li> </ul> </li> <li>iii. water activities (other than swimming, snorkelling, surfing, windsurfing or the use of non-mechanically propelled watercraft not exceeding nine metres in length whilst operated on inland waterways only or within three miles of the coast provided they are not used in any white water activity).</li> </ul> | <ul style="list-style-type: none"> <li>• gymnastics</li> <li>• horse, pony or donkey riding of any kind</li> <li>• martial arts or fighting sports of any kind</li> <li>• parkour or freerunning</li> <li>• professional sport of any kind</li> <li>• racing or time trials (other than on foot)</li> <li>• rugby</li> <li>• underground activities of any kind including but not limited to caving and potholing</li> <li>• weightlifting.</li> </ul> |
|--|--|

b) Liability arising from any activity that involves the use of:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• airborne lanterns</li> <li>• bicycles other than for normal road use</li> <li>• cables or wires</li> <li>• elastic ropes</li> <li>• fireworks or explosive items</li> <li>• land, kite or fly boards of any kind</li> <li>• land, sand or ice yachts of any kind</li> <li>• motorised fairground rides</li> <li>• roller blades</li> <li>• sandboards</li> </ul> | <ul style="list-style-type: none"> <li>• skates</li> <li>• skateboards</li> <li>• skis</li> <li>• sleds</li> <li>• snowboards</li> <li>• snow tubes of any kind</li> <li>• toboggans</li> <li>• water based play inflatables</li> <li>• weaponry.</li> </ul> |
|---|--|

c) Liability arising from any activity that involves the ownership, possession or use by **you** or on **your** behalf, or by any person entitled to cover under this section, of any:

- motor car, van, lorry, motor unit of an articulated lorry, coach, bus, mini-bus, quad bike, go-kart, motorcycle, motor tricycle, motor scooter or moped
  - trailer used for carrying people (whether fare paying or not)
- for which compulsory motor insurance or security is not required.

d) Liability, other than liability relating to **products**, for any **mobility equipment** hired or loaned out by **you**.

3. PROFESSIONAL SUPPLIERS CONTINGENCY EXTENSION (PUBLIC AND PRODUCTS LIABILITY)

Section 1, subject to its terms, exceptions and conditions, extends to cover the following specified activities whilst under the overall control of any **professional supplier** subject to the special requirement for Insurance Checks for Professional Suppliers of Activities:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• abseiling</li> <li>• aerial runways</li> <li>• air rifle shooting</li> <li>• archery</li> <li>• assault courses</li> <li>• BMX riding</li> <li>• clay pigeon shooting</li> <li>• climbing wall</li> <li>• climbing with ropes</li> </ul> | <ul style="list-style-type: none"> <li>• dry slope skiing or boarding</li> <li>• go-karting</li> <li>• gymnastics</li> <li>• horse, pony or donkey riding</li> <li>• ice skating</li> <li>• inflatable play equipment</li> <li>• javelin throwing</li> <li>• land, kite or fly surfing or boarding</li> <li>• land, sand or ice yachting</li> </ul> | <ul style="list-style-type: none"> <li>• motorised fairground rides</li> <li>• paint-balling</li> <li>• roller blading</li> <li>• roller skating</li> <li>• rope courses</li> <li>• skateboarding</li> <li>• weightlifting</li> <li>• zip wires</li> <li>• zorbing.</li> </ul> |
|---|---|--|

Policy number SCW 2278215

## ENDORSEMENTS

### 453 COSTS IN ADDITION AND CONTRACTUAL LIABILITY AMENDMENTS

The following changes are made to section 1 (Public and Products Liability):

A. Any payment for **costs and expenses** under this section, including any of its extensions, is now in addition to the limits stated in the policy wording or the schedule, other than in respect of any:

a) **claim**:

- i. arising from **terrorism**
- ii. under the following extensions:
  - 6 Wrongful Arrest
  - 8 Data Protection Act
  - 9 Libel and Slander

in which circumstances the **costs and expenses** is included within the indemnity limit, or extension limit, to which the **claim** applies

b) extension that only covers **costs and expenses**, in which circumstances the extension limit will apply.

B. The Claims settlement for Public and Products Liability is deleted and restated as follows:

Claims settlement for Public and Products Liability

#### LIMITS

The most **we** will pay:

a) under this section, including any extension to this section not stated in b) below:

i. for damages in respect of:

- all **claims** in any one **period of insurance** caused by **products** or arising from pollution or contamination
- any **claim** for liability other than relating to a **claim** for **terrorism, products, pollution** or contamination

ii. for damages and **costs and expenses** in respect of any **claim** (and all **claims** happening during any **period of insurance** caused by **products**) which is directly or indirectly caused by or results from, or is in connection with **terrorism** (if **we** allege that the **bodily injury** or **damage** has resulted from **terrorism** the burden of proving the contrary shall be upon **you**) or any action taken in controlling, preventing, suppressing or in any way relating to **terrorism**, is £5,000,000 or, if lower

is the indemnity limit shown in the schedule, or any limitation stated within an extension, whichever is less.

**Costs and expenses** will be paid in addition to the indemnity limit unless **we** have stated otherwise.

b) under any extension to this section which relates to **costs and expenses** only, including Court Attendance Expenses, is the limit stated in the extension which is in addition to the indemnity limit stated in a) above.

c) for damages in respect of any **claim** under the Cross Liabilities extension in total to all parties is the indemnity limit shown in the schedule, or any limitation stated within an extension, whichever is less.

C. Exclusion 4 relating to liability arising from an agreement is deleted and replaced by the following:

4. Liability arising from an agreement in respect of **products** or contract work executed by **you** unless liability would have existed without the agreement.

D. The following exclusion is added to extension 7 Second-hand Goods (Products Liability):

3. Liability arising from an agreement unless liability would have existed without the agreement.

Policy number SCW 2278215

## ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

A. Under section 1 (Public and Products Liability), extension 8 for data protection is deleted and is replaced by the following:

### WHAT IS COVERED

#### 8 DATA PROTECTION

The following definition applies to this extension:

#### **data protection legislation**

the Data Protection Act 1998 or any subsequent legislation that specifically replaces this act

- a) **We** will pay all amounts which **you** become legally liable to pay as:
- damages and **costs and expenses** following civil cases against **you** for material and non-material damage, and
  - defence and prosecution costs awarded against **you** following criminal cases
- resulting from any breach or alleged breach of **data protection legislation** happening during the **period of insurance** in connection with **your activities**.
- b) In the event that any policy of insurance in force immediately prior to this extension expressly provided cover for **data protection legislation** on the basis of an indemnity for claims made during the period of insurance and in the event that a claim first made against **you** in the period of insurance in respect of **data protection legislation** then the indemnity provided by this extension is extended to indemnify **you**.

The most **we** will pay for:

- any **claim** for damages and **costs and expenses** following civil cases against **you** is the indemnity limit shown in the schedule
- all **claims** in any one **period of insurance** for defence and prosecution costs awarded against **you** following criminal cases is £100,000.

### WHAT IS NOT COVERED

1. Fines or penalties.
2. Punitive, exemplary, aggravated or multiplied damages.
3. Liquidated damages.
4. Costs of replacing, reinstating, rectifying, erasing, blocking or destroying any personal data.
5. Liability arising:
  - a) from or caused by a deliberate or intentional act or omission by **you**
  - b) out of circumstances which may give rise to a **claim** or prosecution which have been notified to or ought to have been notified to previous insurers or which were known to **you** at the inception of this extension.
6. Legal liability where indemnity is provided by any other insurance.

#### Any **claims**:

- a) not insured by this extension
- b) or notices that may give rise to a **claim**, advised to **us** later than twenty-eight days after **you** have received a claim or notice against **you**.

B. Under section 8 (Professional Indemnity) the following additional exclusion is added to WHAT IS NOT COVERED:

Liability directly or indirectly arising from any regulatory or disciplinary investigations or proceedings.

C. Under section 11 (Legal Expenses) the following exclusion is added to WHAT IS NOT COVERED:

All **insured incidents** do not cover any claims relating to the loss, alteration, corruption or distortion of, or damage to, stored personal data and claims relating to a reduction in the functionality, availability or operation of stored personal data resulting from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer programme that contains any malicious or damaging code, computer virus or similar mechanism

Continued...

Date of issue 24/04/18

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Policy number SCW 2278215

## ENDORSEMENTS

483 POLICY CHANGES MAY 2018

The following changes are made to **your** policy:

Continued...

D. Under section 11 (Legal Expenses) the following changes are made effective from 25th May 2018:

- i. All terms relating to Data protection and Information Commissioner registration shown within insured incident 2 (LEGAL DEFENCE) are deleted.
- ii. Cover for Data Protection is replaced by the following:

### WHAT IS COVERED

#### 1 LEGAL DEFENCE

##### c) **Costs and expenses:**

##### DATA PROTECTION

for defending the **insured person's** legal rights in respect of civil action taken against the **insured person** for compensation under data protection legislation when handling personal data in their capacity as a data controller and/or a data processor by:

1. an individual  
**We** will also pay any compensation award up to the indemnity limit shown in the schedule in respect of such a claim
2. a data controller and/or data processor which arises out of or relates to a claim made by an individual for compensation against that data controller and/or data processor  
**We** will not pay any compensation award in respect of such a claim.

provided that:

- A. in respect of 1. above any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default or is payable under settlement approved in advance by **us**
- B. the **insured** requests that **DAS** provides cover for the **insured person**.

### WHAT IS NOT COVERED

Any fines imposed by the Information Commissioner or any other regulatory and/or criminal body.

## **CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)**

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)*

Policy Number: **SCW 2278215**

1. Name of policyholder:

**Vision4Growth**

2. Date of commencement of insurance: **3rd June 2018**

3. Date of expiry of insurance: **2nd June 2019**

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c)

For and on behalf of **ANSVAR INSURANCE**  
*A business division of Ecclesiastical Insurance Office plc*



Richard Lane  
Managing Director

**Notes:**

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

**IMPORTANT NOTICE TO POLICYHOLDERS**

Under the terms of the Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 the requirement to display a certificate will be satisfied if it is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

Certificates of Insurance must clearly state the name of the policyholder and, where applicable, make reference to insured subsidiary companies.

As required by your policy terms, any change to the name of the policyholder or the formation, acquisition or divestment of subsidiary companies must be notified to Ansvar.

If you have any associated companies you will need to have separate cover.

W/AR/ 3700

## Data Privacy Notice

Your privacy is important to us. We will process your personal data in accordance with the applicable data protection law.

The data controller in respect of any personal data which we may hold about you or process is Ecclesiastical Insurance Office plc who you can contact via the Data Protection Officer, at Beaufort House, Brunswick Road, Gloucester GL1 1JZ or on 0345 6073274 or email [compliance@ansvar.co.uk](mailto:compliance@ansvar.co.uk).

We process your personal data for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention and business management. This may involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, service providers, professional advisors, external independent financial advisers (IFAs) or business partners and our regulators. In some circumstances the processing may be carried on outside of the European Economic Area where suitable arrangements will be taken to ensure that your personal information is protected.

### Special Categories of Data

In order to provide your insurance policy or when making a claim, we may need to collect or process information relating to your or a dependant's health or criminal convictions. As this is 'sensitive personal data' we are required to obtain your consent to process this information. If you do not consent to us processing this information we may be unable to provide your insurance policy or process any claim. You are entitled to withdraw this consent at any time. However, withdrawing your consent may mean we are unable to continue providing your cover meaning your insurance policy may be cancelled. Your policy terms and conditions set out what will happen in the event your policy is cancelled.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by clicking on the link at the bottom of any email or by contacting us.

### Fraud Prevention

We may check your details with various fraud prevention and credit reference agencies. If you make a claim, we will share your information (where necessary) with other companies to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies including Claims and Underwriting Exchange, run by MIB and the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

### Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy on our website [www.ansvar.co.uk/privacypolicy](http://www.ansvar.co.uk/privacypolicy) or contact our Data Protection Officer.

This notice replaces any privacy notice which is contained in your policy or in any other documentation we have sent to you.



Policy number: **SCW 2278215**

Effective from: **3/06/18**

Client ('you/your'): **Vision4Growth**

#### THE CONTRACT OF INSURANCE

- This Statement of Facts must be read in conjunction with the schedule and forms part of your contract of insurance with Ansvar Insurance (we/us/our).
- If the premium is to be paid by instalments, our application form must be fully completed and received by us within 14 days of cover being incepted/renewed, otherwise payment by instalments will not be accepted by us.
- You must make sure that the information provided to us for this policy is, and will continue to be, accurate and not misleading and is a fair presentation of the risks we are accepting. In respect of the policy renewal, this includes any changes occurring during the last period of insurance. If any of the information you provide is not accurate or is misleading then we may reduce the amount we pay for any claim, or in some cases, make no payment at all, cancel your policy and retain the premium. You should keep a record (including copies of letters) of any information you give to your insurance advisor or us when renewing your policy.
- You must carefully check all policy documentation and certificates. If there are any inaccuracies then you must tell your insurance advisor or us immediately.
- Any policy issued will be governed by the law of England unless your legally registered address is located in Scotland in which case the law of Scotland will apply. If there is any dispute as to which law applies it shall be English law.
- We will communicate with you in English at all times.
- Your insurance advisor will be regarded as your agent acting on your behalf, and not on behalf of us, in respect of any information that has been provided by them.
- Our policy cover is underwritten by Ecclesiastical Insurance Office plc. The Legal Expenses cover is dealt with by DAS Legal Expenses Insurance Company Limited.

Date of issue: **24/04/18**

Policy number: **SCW 2278215**

Effective from: **3/06/18**

Client ('you/your'): **Vision4Growth**

Please check that the following details we have for you are correct.

If any information is missing or incorrect then please advise your insurance advisor or us and we will issue a revised statement of facts and if applicable update any terms.

#### ORGANISATION DETAILS

- 1) Your:
  - a) organisation is a **Registered Charity**
  - b) Charity registration number is **1**
  
- 2) Year your organisation was established: **2013**
  
- 3) You confirm that:
  - a) the only activities you undertake are as shown on your policy schedule, and
  - b) you are not involved in the provision, management or operation of any:
    - activity centre
    - animal rights campaigning
    - DIY scheme or Timebank
    - domiciliary personal care, medical or nursing care
    - employment agency or the supply and/or placement of volunteers
    - event organisation on behalf of any third party
    - food or industrial manufacturing processes (other than printing)
    - medical, surgical, dental, pharmaceutical or therapeutic products supply, sales or collection
    - meetings for the sole purpose of religious worship
    - political lobbying, marches or protests
    - research work (use of animals or any biological, chemical or medical research)
    - travel or tour organiser
    - 'umbrella' organisation (responsible for associated individuals, groups or organisations)
    - work using powered metalworking or woodworking machinery (other than powered hand tools), chainsaws, scaffolding or welding equipment
    - zoo, riding school, farm (including city or petting farms), or keeping dangerous animals (as defined by the Dangerous Animals Act).
  
- 4) You confirm that you do not undertake any visits or work abroad.
  
- 5) You confirm that your organisation's:
  - a) income does not exceed **£10,000**
  - b) wage roll does not exceed **£0**
  - c) assets do not exceed **£25,000**
  - d) volunteers and members do not exceed 250 persons.
  
- 6) You confirm that you do not have any assets, employees or representation outside of England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man requiring cover under this policy.
  
- 7) You confirm that you comply with all statutory regulations, including those related to health and safety, product safety and environmental issues.
  
- 8) You confirm that you or any director, partner, trustee or committee member, either as private individuals or in connection with any business or organisation, have not been:
  - a) convicted of a criminal offence (any convictions spent under the Rehabilitation of Offenders Act 1974 can be ignored), other than motoring offences
  - b) the subject of any unsatisfied County Court Judgement, Sheriff Court Decree, bankruptcy, insolvency or voluntary agreement, or been disqualified from holding a company directorship
  - c) the subject of a prosecution, or notice of intended prosecution, under any health and safety at work, consumer protection or environmental legislation or investigation in the last three years by the Charity Commission, Revenue & Customs or any other regulatory body

Policy number: **SCW 2278215**

Effective from: **3/06/18**

Client ('you/your'): **Vision4Growth**

- 9) You confirm that you:
- a) have not had any insurance contract cancelled or declared void, or renewal refused, or any special conditions imposed, due to:
    - i) breach of a policy condition
    - ii) non-disclosure or misrepresentation of a material fact
    - iii) claims or losses
    - iv) non-compliance with risk improvement requirements
  - b) are not aware of any circumstances that might give rise to a claim
  - c) have not had any claim(s) or loss(es) or incurred any liability, for any of the risks to be insured, within the last three years other than those stated under the relevant 'Risk location'.
- 10) Your previous insurance details:
- a) Insurer: **Ansvar Insurance**
  - b) Policy number: **CCP 2264942**
  - c) Expiry date: **02/06/16**

**COVER DETAILS**

**The following statements numbered 11 to 17 inclusive are only applicable if the appropriate section of cover is shown as operative on your schedule.**

- 11) For contents cover, you confirm that the premises or the part you occupy and use are:
- a) kept in a good state of repair and are not undergoing alterations, renovations or repair beyond that of normal upkeep and maintenance work
  - b) not in an area where flooding has occurred
  - c) not sited on a flood plain or within 400 metres of any body of water e.g. river, lake, stream or other watercourse
  - d) not located on sites that have any unusual features e.g. a bridge, railway line, river, lake, mine, quarry, gravel pit, well or cliff.
- 12) For liability cover, you confirm that:
- a) all your charitable and recreational activities (including fund-raising events) have been disclosed to us and are not excluded by the Activities endorsement as specified in the schedule
  - b) those professional services you require cover for have been disclosed to us and specified in the schedule
  - c) you always ensure that established codes of practice and safety are complied with for such activities or work
  - d) none of your activities involve any work on ships, offshore installations or at oil or gas refineries, chemical works or airports
  - e) any professional supplier working for you must have in force their own liability insurance which provides cover for their activities
- 13) For liability cover, you confirm that allegations of abuse have never been made against you or any of your employees, volunteers or professional suppliers whilst working for you or acting on your behalf.
- 14) Where you or any of your employees, volunteers or professional suppliers work unsupervised with children or vulnerable adults, or have unsupervised access to children or vulnerable adults, you confirm that you have:
- a) prepared and implemented a written safeguarding policy that is regularly reviewed (at least annually), and
  - b) a designated safeguarding officer or named person(s) responsible for safeguarding, and
  - c) implemented safe recruitment procedures for your employees, volunteers and professional suppliers, and
  - d) provided suitable safeguarding training and information for all of your employees and volunteers, and
  - e) suitable arrangements in place for incident reporting and investigation, and
  - f) undertaken Disclosure and Barring Service (DBS) or equivalent checks at the appropriate level of all eligible persons working with children or vulnerable adults, and
  - g) retained securely or will retain securely:
    - i) a copy of your safeguarding policy and any revisions of it, and
    - ii) evidence that training has been given and received by all relevant persons, and
    - iii) employment and engagement applications, references, identity verifications, DBS checks or equivalent reference numbers, and
    - iv) records of any abuse allegations, incidents, notifications and any action taken.
- You have advised no safeguarding policy in force.**
- 15) For products liability cover, you confirm that:
- a) you have not or do not sell or supply:
    - i) products incorporated into any aircraft, spacecraft, watercraft or mechanically propelled vehicles
    - ii) products incorporated into any gas, chemical, petrochemical or power generation plant
    - iii) medical, surgical, dental, pharmaceutical or therapeutic products
    - iv) or export products to the United States of America or Canada.
  - b) any manufacture, processing, servicing, repairing, testing or assembly of components or complete articles have been disclosed to us and specified in the policy and/or by endorsement or otherwise agreed by us in writing
  - c) records of all products supplied (including their instructions for use and warnings) and details of the quality control system used are retained by you.

Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR  
Phone: 0345 60 20 999 or 01323 737541 Email: [ansvar.insurance@ansvar.co.uk](mailto:ansvar.insurance@ansvar.co.uk) Website: [www.ansvar.co.uk](http://www.ansvar.co.uk)

Policy number: **SCW 2278215**

Effective from: **3/06/18**

Client ('you/your'): **Vision4Growth**

- 16) For professional indemnity and/or libel and slander (defamation) cover, you confirm that there has not been any incident that may give rise to threatened actions or lawsuits in respect of any of your publications, statements or broadcasts.
- 17) For trustees' and directors' indemnity cover, you confirm that:
- a) your governing documents do not prohibit the purchase of trustees' and directors' indemnity insurance
  - b) your most recent annual financial report and accounts were independently examined or audited, where required by any regulatory body governing your organisation, and were not qualified in any way
  - c) you are able to pay the organisation's debts as they fall due
  - d) you are not aware (after making enquiries of your trustees, directors and officers) of any circumstances that might lead to a claim.

**DETAILS OF ANY AMENDMENTS TO THE ABOVE STATEMENT OF FACTS DECLARED TO US**

**None**

Risk Location: **83 Johnson Place 65 Walsworth Road, Hitchin Herts SG4 9FJ**

Stock description:

Claims details: **None**

Policy number: **SCW 2278215**

Effective from: **3/06/18**

Client ('you/your'): **Vision4Growth**

**Risk Management Self Assessment Form**

Detailed below is your response to the on-line questionnaire.

- |  |             |
|--|-------------|
| 1. The organisation has an appointed person responsible for Health and Safety  | Not advised |
| 2. The organisation has fewer than 5 employees and has a written Health and Safety policy that is current and regularly reviewed   | Not advised |
| 3. Training records, including those for manual handling, are kept for all staff (including temporary staff and volunteers); new staff attend an induction and staff only undertake tasks once they have demonstrated a satisfactory level of competency | Not advised |
| 4. All food handlers are trained in food hygiene   | Not advised |
| 5. An adequate number of staff are trained and appointed first aiders with appropriate first aid equipment   | Not advised |
| 6. Work at height (including that within the building) is undertaken by professional contractors   | Not advised |
| 7. All portable electrical appliances are regularly inspected and tested by a competent person and the results recorded  | Not advised |
| 8. All essential documents are kept in fireproof safes/cabinets and back-up computer disks kept off-site   | Not advised |
| 9. i. There is an intruder alarm system installed on the premises which is under a maintenance contract with a NSI/SSAIB/NACOSS approved alarm company   | Not advised |
| ii. The alarm automatically alerts a 24-hour manned alarm receiving centre   | Not advised |

## Adequate Explanation Q&A Sheet

Below are some questions and answers aimed at explaining important features of the Credit Agreement offered by Ansvar Insurance.

### Consumer Credit Act 1974

You can arrange to pay for your insurance premium by instalments by completing a Direct Debit Instruction. We will issue you with the following documents to comply with the Consumer Credit Act 1974:

1. Pre-Contract Credit Information - setting out the costs and payments on your Credit Agreement.
2. Credit Agreement - which you will need to sign.

### Q) How do I apply to pay my premium by instalments?

A) You will need to complete and return the enclosed Direct Debit Instruction. We will then send your account details to your Bank or Building Society to be validated and arrange for payments to be made at agreed intervals. If we need to alter your payments we will write to tell you this before we debit your account. If you have more than one policy, your account will be charged separately for each policy. Whilst you have the option to pay by monthly instalments, your insurance policy remains an annual contract.

### Q) What is the purpose of this Credit Agreement?

A) This Credit Agreement provides an easy way to pay for your insurance. It is an agreement that allows you to spread the cost of your insurance premium over a period of time, allowing you to manage your cash flow more easily over the duration of your insurance policy. Our Credit Agreement is designed specifically for repayment of insurance premiums and is not suitable for any other use.

### Q) Who is eligible?

A) You must be 18 or older and have a Bank or Building Society current account. Banks or Building Societies may not accept instructions to pay Direct Debits from certain types of account, please check with them if you are not sure. We can only accept Direct Debit Instructions from the policyholder.

### Q) How important is it for me to read the Pre-Contract Credit Information?

A) It is very important that you read the Pre-Contract Credit Information (known as the Standard European Consumer Credit Information or SECCI) included within your Instalment Pack and take time to consider it carefully. The Instalment Pack contains details of the cost of your Credit Agreement, the monthly payment that you will need to make and the dates on which these will be taken, as well as the terms and conditions of the Credit Agreement itself which is our legal contract with you. This information will enable you to make an informed decision about whether or not this is the right method of payment for you.

### Q) Do I have the right to cancel or terminate this agreement?

A) You have the right to cancel this Credit Agreement within 14 days from receiving your copy of it by notifying us by phone, or in writing at the address shown overleaf. You may terminate this Credit Agreement free of charge at any time by giving us 14 days' notice in writing or by phone.

**If you cancel or terminate the Credit Agreement you will need to pay any outstanding premium due for your insurance cover immediately.**

**Q) How does paying by Direct Debit work and how much will it cost?**

A) Paying by Direct Debit lets you spread the cost of your insurance over 10 instalments rather than paying for it in one lump sum in advance. The premium plus Insurance Premium Tax (IPT) at the current rate plus any instalment charge that may apply (as set out in the Pre-Contract Credit Information and the Credit Agreement) will be divided equally over the instalments. Please make sure you have enough funds in your bank account each month to cover the Direct Debits. If you do not have sufficient funds you may be liable for charges from your Bank or Building Society for which we cannot be held responsible. Direct Debit is only available when you first take out your insurance or when you renew your policy. You cannot change to Direct Debit if you have already started to pay in a different way. We can only consider Direct Debit applications up to two months after the policy inception or renewal date.

Your Pre-Contract Credit Information will set out any specific charges relating to your policy.

**Q) What happens at renewal?**

A) When your policy is due for renewal your Direct Debit will automatically continue. We will advise you of any changes of amount and continue to apply to your Bank or Building Society for the amount due. If you want to stop your cover and cancel your Direct Debit, please contact us and your Bank or Building Society to let us know before the renewal date.

**Q) What happens if I make a claim on the policy?**

A) In the event of a claim you remain liable for any outstanding insurance premium. Ansvar reserves the right to deduct any outstanding premium under this agreement from any claims payments.

**Q) What happens if I fail to make a payment?**

A) If you fail to make a payment we will request it again from your account within the next 10 days. If this request also fails we will contact you and ask you to resolve this. If you cannot make the payment your policy will be cancelled and a charge made for any cover provided up to the date of cancellation. This would leave you without the protection of the insurance cover.

**Q) How do I get further information?**

A) For further information please contact us on 0345 60 20 999 or by writing to us at Ansvar Insurance, Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR.

Please fill in the whole form using ball point pen and send it to:

Ansvar Insurance Ansvar House, St Leonards Road, Eastbourne, East Sussex, BN21 3UR
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Service user number

9	5	3	1	4	7
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Name(s) of Account Holder(s)


Bank/building society account number

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Sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

Policy reference number

S	C	W	2	2	7	8	2	1	5								
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**For Official Ansvar Insurance broker use only** - This is not part of the instructions to your bank or building society

Agreed instalment charge

**PAYER TO COMPLETE**

Please enter your preferred collection day e.g. 15th

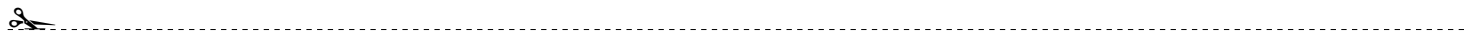
**Instruction to your bank or building society**

Please pay Ansvar Insurance Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Ansvar Insurance and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Banks and building societies may not accept Direct Debit instructions for some types of account.

F(AC)103 01/11



This guarantee should be detached and retained by the payer

# The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Ansvar Insurance will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Ansvar Insurance to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Ansvar Insurance or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Ansvar Insurance asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.