

# SCHOOL COMBINED PROPOSAL FORM

## PRIVACY NOTICE

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

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

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

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

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

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

**HOW DO WE USE YOUR PERSONAL DATA AND WHAT LEGAL BASIS DO WE HAVE FOR PROCESSING YOUR PERSONAL DATA?** We use your personal data to provide you with our insurance services. In this regard, we rely on the following lawful basis for processing your personal data:

- **Performance of contract:** Including setting up and administering a contract of insurance by providing you with a quote for the insurance policy, underwriting the risks to be insured or processing any claims that might be submitted under the policy;
  - **Legal and regulatory obligations:** Compliance with our legal and regulatory obligations such as KYC obligations under different statutes including the Proceeds of Crime and Anti-Money Laundering Act (No.9 of 2009) and the Tax Procedures Act (No. 29 of 2015);
  - **Consent:** We will also rely on your consent as a lawful basis for processing your personal data in the instances where we (a) process personal data relating to a child; (b) process sensitive personal data outside Kenya; and (c) provide you with marketing information; and
  - **Legitimate interests:** for our legitimate business interests, including prevention and detection of fraud.
- In the event that you fail to provide us with your personal data when requested, we may not be able to perform the contract we have or that we wish to enter into with you. In that case, we may have to cancel a product or service you have with us.

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

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

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

Retention and Storage of Your Personal Data

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

## YOUR LEGAL RIGHTS

You have the right to:

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

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

- Email address: [dataprivacy@oldmutual.com](mailto:dataprivacy@oldmutual.com)
- Postal address: P.O. Box 43013-00100, Nairobi
- Physical address: Old Mutual Tower, Upperhill Road
- Telephone number: +254 20 2850000

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

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**SCHOOL COMBINED PROPOSAL FORM**

The policy is designed for an educational institutional. It provides a wide range of selected risks to be covered under ONE POLICY with one renewal date.

The cover is provided under seven sections. The cover under section "A" fire and any other section must be taken meaning at least two sections of this policy with fire being one of the must be taken for policy to effected.

**SECTION A: FIRE AND PERILS.**

Buildings and contents are insured against Fire, Explosion, Lighting, Earthquake, Riot, Strike, Malicious damage, Storm, Flood, Burst of water pipes and its impact.

**SECTION B: BURGLARY.**

Provides cover against theft of the insured property by any person or persons using violent and forcible means of entry into or exist from the premises where such property is kept without permission from owner, person, or persons to whom such property is legally entrusted or keeping on behalf.

**SECTION C: ALL RISKS**

Provides cover against accidental physical loss or damage to specified items as a result of any cause which is not specifically excluded from the policy.

**SECTION D: PUBLIC LIABILITY**

Provides cover for all sums which the insured shall be legally liable to pay as damages for accidental bodily injury and/or damage to property of the third parties including costs and expenses incurred with written consent of the company.

**SECTION E: WORK INJURY BENEFIT ACT.**

Provides cover against liability at law for damages in respect of bodily injury by accident or disease caused to employees while on duty.

**SECTION F: GROUP PERSONAL ACCIDENT.**

Provides cover against accidental death and/or injury to employees of the insured as specified in the work injury benefit act.

**SECTION G: EMPLOYERS LIABILITY (COMMON LAW)**

Provides cover against legal liability under common law for the damages and claimants cost and expenses of litigation in respect of bodily injury by accident or disease to employees arising out of and in the course of employment related to breach of common law or statutory duty. This must policy in particular MUST be taken with WIBA.

NB: THE ABOVE IS A BRIEF SUMMARY OF THE COVER AVAILABLE WHICH IS A  
SUBJECT TO THE TERMS, CONDITIONS AND EXCLUSIONS OF THE COMPANY'S



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## PROPOSAL FORM SCHOOL COMBINED

AGENCY ..... AGENCY NO .....

FULL NAME OF SCHOOL: .....

POSTAL ADDRESS: ..... POSTAL CODE: .....

MOBILE NUMBER.....

LOCATION/PLOT NO: .....

HOW LONG ESTABLISHED

(I) IN THESE PREMISES? .....

(II) ELSEWHERE? .....

PERIOD OF INSURANCE: FROM..... TO.....

### INSURANCE HISTORY

1. (A) Are you currently insured, or have you ever proposed for insurance in respect of any of the risks proposed?

If you have answered 'Yes' give full details

Yes \_\_\_\_\_ No \_\_\_\_\_

Insurer ..... Policy Nos .....

Risks.....

2. Has any Insurer ever declined to insure you, required special terms to insure you, cancelled or refused to renew your insurance, or increase your premium on renewal?

If you have answered 'Yes' give full details

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever sustained loss by any of the contingencies for which you require insurance?

If you have answered 'Yes' give full details

Yes \_\_\_\_\_ No \_\_\_\_\_

4. (a) Do you maintain a proper set of books of accounts

Yes ☐ No ☐

**Specification attaching to and forming part of.....**

Location (Plot No.) .....

Geographical Limit .....

**Section A - Fire and Perils**

**Description of Property Insured and their Value**

Buildings and out-buildings inclusive of landlord's fixtures and fittings Attached thereto and all inside and outside appurtenances attached therein and thereon and inclusive of boundary walls, gates and fences, foundations fire escapes and steps and stone flagging and underground electricity distribution systems.

Value.....

2. Office furniture and office equipment of every description including telephone systems, portable fire appliance and all other contents not more specifically insured, the property of the insured or held by them in trust for which they are responsible.

Value.....

3. All other contents (please specify)

Value.....

5. Any other .....

**Section B - Burglary**

**Description of Property Insured and their Value**

1. Office furniture and office equipment of every description including telephone systems, portable fire appliance and all other contents not more specifically insured, the property of the insured or held by them in trust for which they are responsible.

Value.....

2. All other contents (please specify)



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## PROPOSAL FORM SCHOOL COMBINED

### Section C - All Risks

#### **Description of Property Insured and their Value**

### Section D - Public Liability

The Limits of Liability:

(a) Any One Occurrence:

(b) Any One Period of Insurance:

**Section E – Work Injury Benefit Act**

<b>Occupation of Employees</b>	<b>Estimated no. Employees.</b>	<b>Estimated annual salaries of employees</b>
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**Section F: Group Personal Accident.****No. of employees****Occupation of the employees.****Section G - Workmen's Compensation (Common Law)**

<b>Limits of Liability</b>	(a)	Any One Person Kshs. ....
	(b)	Any One occurrence Kshs. ....
	(c)	Any One year Kshs. ....



5. Are there any other circumstances or information you should tell us **about**  
which **may** affect our decision to accept this insurance or its items?

If you have answered 'Yes' give full details

The following Sections are available. Please indicate which covers you require.

- Section A: Fire and perils ( )
- Section B: Burglary ( )
- Section C: All risks ( )
- Section D: Public liability ( )
- Section E: WIBA ( )
- Section F: GPA ( )
- Section G: EL ( )

The Sections selected will form part of this proposal and be subject to the declaration condition herein.

#### DECLARATION

I/We submit this proposal to the **Old Mutual General Insurance Kenya Limited** and I/We do hereby declare that the above answers and statements are true and that I/We withheld no material information regarding this proposal. I/We agree that this Declaration and the answers above given as well as any proposal or declaration or statement made in writing by me/us or anyone acting on my/our behalf shall form the basis of the contract between me/us and the Company and I/We further agree to accept indemnity subject to the condition in and endorsed on the Company's policy.

**Date:** .....Signature of Proposer.....

NB: The liability of the Company does not commence until acceptance of the proposal has been intimated by the Company or an official cover-note has been issued and the first premium paid.

**No Cash Payment is allowed.**

#### Mode of Payment (Please tick appropriate mode of payment)

Cheque ☐ Bank Transfer ☐ Premium Financing ☐ Mobile money ☐

##### UAP Insurance Bank Details

Bank Name: Absa Bank

Bank Code: 03

Account Number: 0451426400

Branch Name: Hurlingham Branch

Branch Code: 045

Account Name: OLD Mutual General Insurance  
Kenya Ltd

Visa/Credit card ☐

##### For mobile money; kindly follow the below steps;

Go to M-PESA on your phone menu Select Payment services

Select Pay Bill Option

Enter OLD Mutual Business Number- 505800

Enter the policy number as the account number Enter the premium amount

Enter your M-PESA PIN Confirm details and press OK

#### OLD MUTUAL GENERAL INSURANCE KENYA LIMITED

Old Mutual Tower, Upper Hill Road, P.O Box 43013-00100 Nairobi, Tel: +254 711 065 100 / +254 20 285 0000

[www.oldmutual.com](http://www.oldmutual.com)



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