

**PRIVACY LIABILITY SUPPLEMENTARY APPLICATION**  
**\$25,000 SUBLIMIT / \$1,000 DEDUCTIBLE EACH COVERED EVENT**

**RECORDS AND INFORMATION MANAGEMENT**

1. Do you have established an enterprise wide procedure in force for record and information compliance management?  Yes  No
2. Do you employ a Chief Privacy Officer who has enterprise-wide responsibility for meeting the worldwide obligations under privacy and data protection laws?  Yes  No
3. Does your security and privacy policy include mandatory training for all employees?  Yes  No
4. Do you have strict user revocation procedures on user accounts and inventoried recovery of all information assets following employment termination?  Yes  No
5. Have you identified all relevant regulatory and industry compliance frameworks that are applicable to the organization?  Yes  No  
 Provide details of compliance applicable to your organization, with details of latest audit:

Act or Standard	Compliant?	Date of Latest Audit
Gramm-Leach Bliley Act of 1999	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Health Insurance Portability and Accountability Act of 1996	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
Payment Card Industry (PCI) Data Security Standard	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____
<i>If yes, what level requirement?</i> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Other: _____		_____

**INFORMATION SECURITY**

1. Is all sensitive and confidential information that is transmitted within and from your organization encrypted using industry-grade mechanisms?  Yes  No
2. Is all sensitive and confidential information stored on your organization's physical and/or virtual databases, servers and data files encrypted?  Yes  No
3. Are access control procedures and physical/virtual encryption in force to prevent unauthorized exposure of data on all portable, wireless, cloud-based and desk-based devices?  Yes  No
4. Have you configured your network to ensure that access to sensitive customer data is limited to properly authorized requests to internal databases/systems that are otherwise fully protected against internet access?  Yes  No
5. Do you conduct regular reviews of your third party service providers and partners to ensure that they adhere to your requirements for the protection of sensitive information entrusted to their care?  Yes  No

**DATA**

1. Do you have established procedures for ensuring the deletion of all sensitive data from systems and devices prior to their disposal from the company?  Yes  No
2. Is all information which is contained in a physical form (paper or magnetic, optical or electronic media) disposed of, or recycled by, a confidential and secure means which is recognized throughout the organization?  Yes  No





**CLAIMS AND CIRCUMSTANCES**

1. Has the company ever sustained a significant system intrusion, tampering, virus or malicious code attack, loss of data, hacking incident, data theft or similar?  Yes  No
2. Is the company or any of its partners, directors or officers aware of, or are there any circumstances that may give, or have given, rise to a claim against the company or against this insurance policy?  Yes  No
3. During the last three years, has anyone alleged that their personal information was compromised, or have you notified customers that their information was or may have been compromised, as a result of your activities?  Yes  No
4. Has an employee ever been disciplined for mishandling data or otherwise tampering with your computer network?  Yes  No
5. Has the company sustained any unscheduled network outage or interruption within past 24 months?  Yes  No

**If yes to any questions within this section, please attach full details.**

**DECLARATION**

I HEREBY DECLARE THAT I AM AUTHORIZED TO COMPLETE THIS APPLICATION ON BEHALF OF THE APPLICANT AND THAT AFTER DUE INQUIRY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE STATEMENTS AND PARTICULARS IN THIS APPLICATION ARE TRUE AND COMPLETE AND NO MATERIAL FACTS HAVE BEEN MISSTATED, SUPPRESSED, OR OMITTED. I UNDERTAKE TO INFORM UNDERWRITERS OF ANY MATERIAL ALTERATION OR ADDITION TO THESE STATEMENTS OR PARTICULARS WHICH OCCUR BEFORE OR DURING ANY CONTRACT OF INSURANCE BASED ON THE APPLICATION IS EFFECTED. I ALSO ACKNOWLEDGE THAT THIS APPLICATION (TOGETHER WITH ANY OTHER INFORMATION SUPPLIED TO UNDERWRITERS) SHALL BE THE BASIS OF SUCH CONTRACT.

I UNDERSTAND THAT UNDERWRITERS WILL RELY ON THE STATEMENTS THAT I MAKE ON THIS FORM. IN THIS CONTEXT, ANY INSURANCE COVERAGE THAT MAY BE ISSUED BASED UPON THIS FORM WILL BE VOID IF THE FORM CONTAINS FALSEHOODS, MISREPRESENTATIONS OR OMISSIONS.

**Note: The signatory should be a director or senior officer of, or a partner in, the applicant firm.**

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

Typed or printed name: \_\_\_\_\_

Title: \_\_\_\_\_