

Your policy is based on the information supplied to us (Ecclesiastical Insurance Office Plc) by Towergate Insurance Brokers, acting on your behalf.

The information recorded in this document has assisted us in the assessment of risk. You have a duty to present us with a fair presentation of the risks to be insured and must disclose every material circumstance which you know or ought to know about such risks. You do not need to disclose circumstances which reduce the risk or those which the Company already knows or ought to know. If you breach your duty to provide a fair presentation of the risks to be insured, the policy could be cancelled or terms changed in accordance with the policy conditions.

Please read the following statement of facts carefully. If any of this is incorrect or you are in any doubt please notify Towergate Insurance Brokers as soon as is reasonably possible. Failure to do so may result in the policy being cancelled or terms changed in accordance with the policy conditions.

The Statement of fact must be read alongside your Policy Schedule and the Towergate Heritage Combined Insurance policy document.

For a copy of the policy document please contact your broker.

The Information you have provided

Name of Insured:	Owners of properties taking part in Open Doors 2024 as lodged with the Company
Correspondence Address:	Golley Slater Wharton Place 13 Wharton Street Cardiff Glamorgan CF10 1GS United Kingdom
Turnover:	N/A
Date Business Established:	28th July 2023
Business Description:	Organisers of Open Doors in Wales 2024
Effective Date:	1st September 2024

Loss History

In respect of the risks to be insured, you have not suffered loss, damage, injury or liability during the last 3 years (other than those previously disclosed or disclosed below) whether insured or not.

Date of Loss	Circumstances	Total Paid	Fully Settled	Total Outstanding

About You

- 1) In respect of the risks to be insured no company or underwriter has declined to issue or renew a policy or imposed special terms.
- 2) Neither you or any director, partner, principal, employee or representative has ever been:
 - a) Convicted of any criminal offence other than a driving offence and does not have any non-motoring prosecutions pending. Note this only applies to unspent convictions as detailed under the Rehabilitation of Offenders Act 1974.
 - b) Declared bankrupt or been the subject of bankruptcy proceedings, liquidation, appointment of administrative receiver or administrators or made any arrangement with creditors either in a personal capacity or in connection with any company, business or firm with which any of you have been involved.
 - c) Disqualified under the Company Directors Disqualification Act 1986 or any subsequent legislation.
- 3) Neither you or any director, partner or representative has ever had any County Court Judgements made:
 - a) Against you in a personal capacity
 - b) Against any company, business or firm in which any of you have been involved as a director or partner or in a similar capacity.
- 4) Your organisation is not aware (after making enquiries of its trustees, directors or officers) of any circumstances that might lead to a claim against any trustee, director or officer.
- 5) Your organisation:
 - a) Does not undertake work abroad other than non-manual visits to countries within the European Union
 - b) Is not required to have audited accounts or if it is the accounts for the last financial period are not subject to qualification by the auditor

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- c) Does not operate a subsidiary trading company for which cover is required under this insurance
 - d) Has not been subject to any investigation by the Charity Commission (or Scottish equivalent) or any other regulatory or statutory body, if applicable
 - e) Has a written health and safety policy if the organisation has 5 or more employees and/or authorised volunteers
 - f) Full Risk Assessments are up to date and in place
 - g) Complies with any legislation relating to the sale of second hand goods, including any provision for safety inspections by competent persons prior to sale.
 - h) Fire Risk Assessment is up to date and in place
- 6) You have completed all necessary Health & Safety risk assessments and they are kept up to date
 - 7) You have completed all risk assessments in accordance with the Regulatory (Fire Safety) Order 2005 or equivalent Scottish or Northern Ireland legislation
 - 8) Your last consolidated annual accounts had a positive net worth (total assets exceed total liabilities)
 - 9) The Insured Organisation is able to pay its debts as they fall due
 - 10) There is no work below a depth of metres from the surface
 - 11) There is no work above a height of metres from the floor directly below

Location Information

Risk Address –

- 1) The Buildings are constructed of brick, stone or concrete and roofed with slates, tiles, concrete, metal, asphalt or sheets or slabs composed of incombustible mineral ingredients unless agreed by us and shown on the policy schedule.
- 2) Electrical installations are inspected at least every 5 years by a UKAS qualified electrician and all requirements have been completed.
- 3) You have a programme in place for testing portable electrical appliances and records of such tests maintained.
- 4) The Buildings are in an area free from any history of flooding and not in an area susceptible to flooding.
- 5) The building has never been affected by movement of any kind (for example subsidence, heave, landslip or settlement), been underpinned or provided with other means of structural support or situated on made-up ground, underground workings or within 200 metres of a cliff.

How Ecclesiastical use your data

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

Ecclesiastical Insurance Office plc ("we", "us", "our") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health or criminal convictions or information which is likely to reveal your religious beliefs.

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, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will 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, our service providers and professional advisors, or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

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 need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations such as the Claims and Underwriting Exchange, run by MIB. If you make a claim, we will share your personal data (to the extent necessary) with other companies including other insurers and anti-fraud organisations 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, your personal data will be passed to fraud prevention agencies including the Insurance Fraud Register, run by the Insurance Fraud Bureau. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

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 at www.ecclesiastical.com/privacypolicy or contact our Data Protection Officer at Benefact House, 2000, Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom or on 0345 6073274 or email compliance@ecclesiastical.com.