

TRAVELCERT PROCESSOR NOTICE

LAST REVISED 9th November 2022

Introduction

Your Organisation has arranged group travel insurance for your overseas travel and provided you with access to TravelCert (in this notice referred to as the 'Organisation', they and their). TravelCert is a website which allows users to log travel and receive relevant insurance information, and provides your Organisation with the ability to monitor and manage travel information across their organisation. Your Organisation is the Controller of all the personal information you submit via TravelCert. Personal information is information about you and from which you can be identified.

Your Organisation is responsible for deciding what information we collect via TravelCert and how it is used, and for complying with data protection law. They have already given you access to their full privacy policy which sets out how they handle all the personal information they hold about you (you will be able to see your Organisation's privacy policy at the footer of their website). This sets out all the information they are required to provide you under data protection law about our handling of your personal information, including the information you submit via TravelCert. This notice just sets out some key points.

Arthur J Gallagher

Arthur J Gallagher Insurance Brokers Limited ('Gallagher') are a service provider who host the Website, (Gallagher are authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55, Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909). Gallagher is your Organisation's Processor. This means that we only handle your personal information as instructed by your Organisation. Gallagher only collects your personal information and passes it on to your Organisation. We do not do anything else with your personal information (unless your Organisation make a request).

Protecting your information

When you first access TravelCert you will create an account using your Organisation email account and set up a password. You are responsible for keeping your account log in details confidential and not sharing them with anyone. We recommend that you update your password at least once a year. We are not responsible if someone accesses your TravelCert account using these details if you have not kept them securely.

Gallagher, as the TravelCert website host, has appropriate administrative, technical, and physical security procedures to help protect the TravelCert information. For example, only authorised employees are permitted to access personal information, and they may only do so for permitted business functions. In addition, encryption techniques are used when transmitting your sensitive personal information between Gallagher's system and your Organisation's, and firewalls and intrusion detection systems are used to help prevent unauthorised persons from gaining access to your personal information. The TravelCert website is hosted within the UK.

External links

TravelCert may contain links to websites which Gallagher do not run, and those sites do not operate under this notice. We recommend you examine the privacy statements posted on those other websites to understand their procedures for collecting, using, and disclosing personal information.