To be covered you and any insured persons need to be:
• Under 70 when your trip starts
• A UK* resident
• Registered with a doctor in the UK for medical claims
• Children must be under 18 years of age when the trip starts
  (under 23 years of age if in full time education and living at home outside of term time).

*definition of UK includes Channel Islands and Isle of Man

Please take time to read this booklet as it contains important information.

To help you understand what you are covered for at a glance – we’ve highlighted some common questions such as
• do I need to tell you that I’m travelling?
• do you need to know about any medical conditions?
• what is the maximum trip length?
• are holidays in the UK covered?
• are business trips and winter sports covered?
• how do I make a claim?
• can my partner travel independently?

Further details are on page 2.
Welcome to your First Directory Travel Insurance

Please take time to read this booklet as it contains important information. If you have a question and cannot find the answer either below or in the policy wording, please contact Customer Services.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I need to tell you that I am travelling?</td>
<td>No. As long as you have told us about any relevant pre-existing medical conditions you do not need to register with us or tell us that you are travelling.</td>
</tr>
<tr>
<td>Do you need to know about any medical conditions?</td>
<td>Yes. If you, or any insured person have a medical condition(s), you should check to see if the condition(s) is covered automatically on the “Accepted conditions” list. If the condition is not listed and if in the 12 months prior to booking a trip you have been prescribed medication, have received or are awaiting medical treatment, tests or investigations, being referred to a specialist or admitted to hospital, then you should call us before booking trips. Undiagnosed symptoms are not covered. Please see the ‘Your Health’ section with the “Accepted conditions” list on page 15 for full details of when and what you must declare.</td>
</tr>
<tr>
<td>What is the policy excess?</td>
<td>Where a policy excess applies it is £50 per person, per trip.</td>
</tr>
<tr>
<td>What is the maximum trip length?</td>
<td>Trips should be no longer than 31 days and must start and end in the UK, Channel Islands or Isle of Man.</td>
</tr>
<tr>
<td>Are holidays in the UK covered?</td>
<td>Yes. Holidays in the UK, Channel Islands or Isle of Man need to involve a stay of at least two consecutive nights in pre-booked holiday accommodation. Please see our definition of pre-booked holiday accommodation on page 8.</td>
</tr>
<tr>
<td>Are winter sports holiday covered?</td>
<td>Yes. Winter sports holidays are covered for up to a maximum of 31 days in any calendar year. Please see the full details of what is covered on page 25.</td>
</tr>
<tr>
<td>Are business trips covered?</td>
<td>We will provide cover if you travel outside the UK to carry out office-based clerical or administrative duties you are covered for up to a maximum of 31 days in any calendar year. We do not cover any other type of business travel, even if you have some leisure time during your trip.</td>
</tr>
<tr>
<td>Can I claim for cancellation of my trip if I have a problem with my travel documents, e.g. my passport is out of date/not arrived in time or my visa is invalid?</td>
<td>No. There is no cover under this policy for problems with your travel documents before you leave. If your passport is lost or stolen or damaged while you are abroad there is cover in this situation. Please see the Emergency Travel Document section on page 24. Before you book a trip, check the entry requirements of the country you intend to visit with the local government embassy and/or the Foreign and Commonwealth Office website gov.uk/foreign-travel-advice.</td>
</tr>
<tr>
<td>How do I make a claim?</td>
<td>To make a claim please call the relevant number on page 3 and refer to the information on page 5.</td>
</tr>
<tr>
<td>Can my partner travel independently?</td>
<td>Yes, partners who are not named account holders can travel without the account holder at any time provided they are eligible and the account holder is aged under 70.</td>
</tr>
</tbody>
</table>
Travel Insurance Helplines

<table>
<thead>
<tr>
<th>Medical Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please refer to the Your Health section on page 18 to find out if you need to tell us about medical condition(s).</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24-hour Medical Emergency Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are injured or fall ill while you are away, please contact this helpline.</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Outside the UK</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Text-phone</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this number for all general policy enquiries. Policy documentation is available in large print, audio and Braille. If you require any of these formats please contact first direct.</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Outside the UK</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td><strong>Text-phone</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this number to report any travel claims, which are not as a result of a medical emergency.</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Outside the UK</strong></td>
</tr>
<tr>
<td><strong>Fax</strong></td>
</tr>
<tr>
<td><strong>Text-phone</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Expenses Claims and Advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this number to report any legal expenses claims or if you require advice for any personal legal problem that may lead to a claim under this policy.</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Outside the UK</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>This helpline can assist you with a wide range of travel advice before and while you are away. Please do not call this number for policy queries or claims.</td>
</tr>
<tr>
<td><strong>Within the UK</strong></td>
</tr>
<tr>
<td><strong>Outside the UK</strong></td>
</tr>
<tr>
<td><strong>Lines open</strong></td>
</tr>
</tbody>
</table>

Telephone call charges and recording

Calls to 0800 numbers are free from UK landlines and mobiles.

The cost of calls to 01, 02 and 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles.

For our joint protection, telephone calls may be recorded and/or monitored.
Travel Assistant Helpline
This service can help you sort out all kinds of travel problems before you go and while you are away; from providing information on the countries you are visiting to sorting out non-medical emergencies.

Advice before you travel:
• any visa and entry permits you might need;
• any necessary vaccination and inoculation requirements, and where you can get them;
• what you should take with you regarding first aid and health;
• what currencies and travellers’ cheques to take with you, and what the current exchange rates are;
• the languages spoken, time zones, bank holidays and climate of countries you plan to visit;
• import and export allowances for tourists.

While travelling:
• how to replace lost or stolen passports, driving licences, air tickets or other travel documents;
• how to trace your baggage with the airline operator if it is delayed or lost;
• why, how, where and when you should contact local embassies or consulates;
• how to transfer money out to you if you need it;
• cancellation of credit cards, if lost or stolen, and helping you to report the loss to your card provider;
• provide information to close relatives, friends or employers if you have to go into hospital.

Other emergency services while travelling:
• a ‘phone home’ translation and interpretation service if you need it in an emergency.

Please note: There is no charge for the provision of the advice guidance or other emergency service shown above. However, if you wish us to obtain goods or services on your behalf that are not covered by a claim under this policy, you will need to pay any fees that the provider charges and you will need to adhere to the provider’s terms and conditions.

Foreign and Commonwealth Office (FCO)
– Travel advice by country

We are working with the FCO to help British travellers stay safe overseas. Before you travel abroad, check out the FCO website gov.uk/foreign-travel-advice

It is packed with essential travel advice and tips, plus up to date information about different countries.
Air and Maritime Passenger Rights

For the latest advice and further details on your rights please visit the following websites: caa.co.uk and search for ‘travel problems’ and dft.gov.uk and search for ‘maritime passenger rights’.

You should also refer to the terms and conditions of the carrier you are travelling with.

Please note - we are not responsible for the content of other websites.

Your Claim

If you need to make a claim please telephone the number shown on page 3 immediately. Only a selection of claims scenarios are shown below. Please refer to the relevant section within this policy booklet for full details of cover and any evidence we may require.

<table>
<thead>
<tr>
<th>Type of claim</th>
<th>What must I do?</th>
<th>What will I need?</th>
</tr>
</thead>
</table>
| Cancelling your trip or coming home early – see page 17 | • Check that the reason you need to cancel or come home early is covered.  
• Contact the Medical Emergency Helpline before returning home. | • For medical claims, we will send a medical certificate for completion by the patient’s doctor to confirm the reason for the claim.  
• Evidence of your booking and the cancellation. |
| Missed departure – see page 19       | • Do all you can to get to your departure point on time.                      | • A repair or assistance report if the vehicle you were travelling in broke down or was involved in an accident. |
| Delayed departure after check-in – see page 19 | • Check that your delay was over 12 hours before submitting a claim.       | • Written confirmation from the airline/carrier of the actual date and time of departure and the reason for the delay. |
| Enforced Stay Abroad – see page 19   | • Contact your airline/carry and they will advise if you should travel to the airport/port to check in at your specified time. | • Written confirmation from the airline/carrier of the actual date and time of your return to the UK.  
• Documentary evidence of costs incurred if you make your own way home. |
| Medical Emergency – see page 20      | • Contact the Medical Emergency Helpline before any hospital admission or as soon as possible thereafter. | • All medical reports given to you by the treating facility. |
| Legal Expenses – see page 22         | • Contact the Legal Expenses Claims and Advice Helpline as soon as you are aware of the incident. | • We will tell you when you call if we need anything else to deal with your claim |
| Emergency Travel Documents – see page 24 | • Report incident to the police as soon as reasonably possible. | • All receipts for any costs incurred. |
| Baggage and personal money – see page 23 | • Take all reasonable steps to recover lost/stolen property.  
• Report incident details to the police as soon as reasonably possible.  
• Report the loss/damage to the airline/carrier within the timescales stated within their terms and conditions.  
• Do not dispose of damaged items. | • A ‘Property Irregularity Report’ from the airline/carrier and your baggage tag receipts.  
• Proof of purchase of the lost, stolen or damaged item.  
• Proof that you owned the money and its value.  
• A written report from the police or any other relevant authority. |
| Delayed Baggage – see page 23         | • Report the loss/damage to the airline/carrier within the timescales stated within their terms and conditions. | • Written confirmation from the airline/carrier of the number of hours delay. |
# Guide to your First Directory Travel Insurance policy

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<th>Description</th>
<th>Page</th>
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<td>Important information about your policy</td>
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<td><strong>Section 2 Policy Wording</strong></td>
<td>Definitions</td>
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<td>Helpful and important information about this policy</td>
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<td>“Accepted medical conditions” list</td>
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<td>Cancelling or coming home early</td>
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<td>Travel disruption</td>
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<td>Your possessions</td>
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<td>Winter sports</td>
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<td>Your Activities</td>
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<td><strong>Compensation</strong></td>
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<td><strong>first direct</strong> Privacy Overview</td>
<td></td>
<td>30</td>
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<tr>
<td>Aviva Privacy Notice</td>
<td></td>
<td>30</td>
</tr>
</tbody>
</table>
Section 1 Important Information

How long does my First Directory Travel Insurance run for?
All cover under this policy will cease automatically if:

1. the First Directory holder:
   - closes the 1st Account from which the First Directory fee is debited.
   - cancels First Directory.
   - reaches 70 years of age (on joint accounts cover continues for the other eligible First Directory holders until they reach age 70).
   - is no longer a UK, Channel Islands or Isle of Man resident.
   - is believed to be or reasonably suspected by us to be acting fraudulently.

2. first direct:
   - cancels the First Directory under one of the reasons set out in the First Directory terms and conditions.

Eligibility
As your circumstances may change over time, it is important that you review the terms and conditions of this policy regularly to check you remain eligible and that the cover remains adequate for your needs.

Meeting your needs
This policy has been designed to meet the needs of people who wish to protect against costs that could arise in the course of their travels. It covers such things as coming home early, emergency medical treatment, personal liability, legal expenses and the theft of your money.

Your cancellation rights
This cover is provided with First Directory. To exercise your right to cancel this cover you must cancel First Directory. If you do not cancel First Directory, this policy will remain in force. Please refer to the terms and conditions of First Directory on how to cancel.

How do I make a claim?
Should you need to make a claim under this policy, please contact the appropriate helpline shown on page 3.

How do I make a complaint?
We hope you will be happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you. If you are unhappy with any aspect of the handling of your claim please contact
   - the Travel Claims Helpline number shown at the front of this booklet; or
   - the HSBC Claims Department, Aviva Insurance Limited, PO Box 432, Chichester PO19 1QA.
If your complaint is regarding anything else please contact the Customer Services Helpline number shown at the front of this booklet. Aviva is covered by the Financial Ombudsman Service, you can find their full details on page 29. If you have complained to us and we have been unable to resolve your complaint, you may refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.
### Definitions

Wherever the following words or phrases appear in bold, they will have the following meanings:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>close business colleague</td>
<td>Someone you work with in the UK who has to be in work in order for you to be able to go on or continue a trip. A senior manager or director of the business must confirm this in the event of a claim.</td>
</tr>
<tr>
<td>doctor</td>
<td>A registered member of the medical profession who is not related to you or anyone you are travelling with.</td>
</tr>
<tr>
<td>excess</td>
<td>The amount that you will have to pay towards each claim per insured person, per trip.</td>
</tr>
<tr>
<td>first direct</td>
<td>A division of HSBC UK Bank plc.</td>
</tr>
<tr>
<td>First Directory holder</td>
<td>The person named on the 1st Account as a First Directory holder(s).</td>
</tr>
<tr>
<td>home</td>
<td>Your home address in the UK.</td>
</tr>
<tr>
<td>home territory</td>
<td>1. England, Scotland, Wales, Northern Ireland, Jersey and Isle of Man if your home is located in any of these areas; 2. Guernsey, Alderney, Sark, Herm, Jethou, Brecqhou and Lihou if your home is located on any of these islands.</td>
</tr>
<tr>
<td>office-based business travel</td>
<td>Travel outside the UK if the reason for your trip is to carry out wholly office-based clerical or administrative duties only, which do not involve you dealing with members of the public. Office-based business travel is limited to 31 days in any calendar year.</td>
</tr>
<tr>
<td>partner</td>
<td>The person that the First Directory holder lives with at home in a domestic relationship, whether married or co-habiting (as if husband and wife or civil partnership), regardless of gender, who is under 70 years of age at the start date of the trip.</td>
</tr>
<tr>
<td>period of insurance</td>
<td>Each trip you make, whilst you hold First Directory, will be treated as a separate period of insurance; individually subject to all policy terms, conditions, declarations and exclusions. Cover for each individual trip applies as follows: 1. Cover for cancelling your trip begins from the date of opening First Directory or the date of booking each trip (whichever is later) and ends when you leave your home to start your trip; 2. Cover under all other sections starts when you leave your home and ends when you return home (or are repatriated to a hospital in the UK), providing you do not exceed the trip limit.</td>
</tr>
<tr>
<td>personal money</td>
<td>Cash (including foreign currency), travellers’ cheques, non-refundable pre-paid event and entertainment tickets, travel tickets, passports, visas and driving licences.</td>
</tr>
<tr>
<td>point of international departure</td>
<td>The airport, port or station from which you will undertake international travel from or to the UK. If your home is in Northern Ireland, you are also covered for international travel from or to the Republic of Ireland.</td>
</tr>
<tr>
<td>pre-booked holiday accommodation</td>
<td>A commercially run premises where a fee is charged which has been booked prior to the start of your trip, including a pre-booked tent or caravan pitch but not including residential properties belonging to friends or family.</td>
</tr>
<tr>
<td>this policy</td>
<td>The First Directory worldwide travel insurance.</td>
</tr>
<tr>
<td>travelling companion</td>
<td>A person you travel with, without whom you would not make or continue your trip.</td>
</tr>
<tr>
<td>trip(s)</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td></td>
</tr>
</tbody>
</table>
| Journeys beginning and ending in the UK that last no more than 31 days that are either:
| 1. Holidays outside the UK; or
| 2. Office-based business travel outside the UK; or
| 3. Holidays within the UK, that include two or more consecutive nights stay in pre-booked holiday accommodation. |

<table>
<thead>
<tr>
<th>UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>England, Scotland, Wales, Northern Ireland, Channel Islands and Isle of Man.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UK resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>An insured person who has their permanent home in the UK.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>valuables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jewellery, costume jewellery, watches, items made of or containing gold, silver, precious metal or precious stones, binoculars, hand held games consoles and equipment, mobile phones, photographic equipment, video cameras, e-readers, laptops and tablets, or any accessories which are designed to be used with these items.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>we, us, our, insurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviva Insurance Limited. Registered in Scotland, no. 2116. Registered office: Pitheavlis, Perth, PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>winter sports equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skis, snowboards, boots, helmets, bindings or poles.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>you, your(s), yourself, insured person</th>
</tr>
</thead>
<tbody>
<tr>
<td>The First Directory holder, his/her partner and their dependent children who at the start date of the trip are under 18 years of age (under 23 years of age if still in full-time education and living at home outside term time).</td>
</tr>
</tbody>
</table>

### Helpful and Important Information about your Insurance

**This policy** is included with First Directory. Please read this booklet carefully, keep it in a safe place and take it with you when you travel. It gives you full details of what is covered, what is not covered and the limits, excesses and conditions of cover. It is the First Directory holder's responsibility to ensure that all insured persons are aware of their responsibility and comply with all of the policy conditions. If you do not comply, we may refuse your claim or reduce your cover in the event of a claim.

In respect of each trip taken during the period of insurance, we will provide the cover set out in this policy document provided:

1. you are a First Directory holder and hold a 1st Account;
2. you are a UK resident;
3. you are registered with a doctor in the UK in order to make any emergency medical claims or claims for cancellation or coming home early due to medical emergencies;
4. the trip begins after the date First Directory was opened;
5. you have booked your return journey before leaving the UK, or if you have an open ticket, you have confirmed your return date with the airline.

**Children**

Dependent children who at the start date of the trip are under 18 years of age (under 23 years of age if still in full time education and living at home outside term time) are only covered:

1. when travelling with the First Directory holder or his/her partner; or
2. whilst travelling abroad on their own to stay with close relatives who permanently live abroad, for the duration of the trip.

**Automatic cover**

The insurance cover automatically applies for each trip; this means you do not have to contact us every time you book a trip, unless you need to tell the Medical Risk Assessment Helpline about any change to a previously disclosed medical condition or the diagnosis of a new condition. Please also read “Information and changes we need to know about” below.
Information and Changes we need to know about

You must take reasonable care to provide complete and accurate answers to the questions we ask you. For example before you book a trip or travel, you may need to tell the Medical Risk Assessment Helpline about medical conditions not shown on the “Accepted conditions” list. After your First Directory is opened, you must make sure that you tell the Medical Risk Assessment Helpline if there are any changes in health. Please see the ‘Your Health’ section of this policy for full details of what you need to declare.

You also need to tell first direct if you move address – if this means that you are no longer a UK resident then all cover under this policy will end.

When we are notified of a change, we will tell you if it affects this policy, for example whether we are able to accept the change and if so, whether the change will result in revised terms. If the information provided by you is not complete and accurate we may:
1. revise or amend the medical underwriting decision(s) for any declared pre-existing condition(s), which may result in the accepted condition being excluded; or
2. refuse to pay any claim; or
3. not pay any claim in full.

If you are in any doubt about Information or Changes we need to know about, please contact us.

Automatic extension of cover

If you cannot get back home before your cover ends, this policy will remain in force as follows:
1. up to 14 days if any vehicle you are travelling in breaks down, or any vehicle, vessel, train or aircraft in which you are booked to travel as a ticket holding passenger is delayed or cancelled; or
2. for as long as medically necessary where you are claiming for emergency medical treatment under this policy.

Automatic termination of cover

All cover under this policy will cease automatically if:
1. The First Directory holder:
   • closes the 1st Account from which the fee is debited;
   • cancels First Directory;
   • reaches 70 years of age (on joint accounts cover continues for other eligible First Directory holders until they reach 70 years of age);
   • is no longer a UK resident;
   • is believed to be or reasonably suspected by us to be acting fraudulently.
2. first direct cancels First Directory under one of the reasons set-out in the First Directory Terms and Conditions.

If an insured person is on a trip at the time an automatic termination event occurs, all cover will cease when the trip ends.

Your cancellation rights

This policy will remain in force subject to the automatic termination of cover section above.

You have a statutory right to cancel this policy within 14 days from when you receive your travel insurance policy document. To cancel this policy First Directory must be cancelled. If it is not cancelled, this policy will remain in force until any of the automatic termination events shown above occurs, or this policy is cancelled in accordance with the rights shown in the General Conditions section of the policy wording.

To exercise your right to cancel, please contact first direct.

Use of language

Unless otherwise agreed, the contractual terms and conditions and other information relating to this policy will be in English.

Choice of law

The law of England and Wales will apply to this contract unless:
1. you and the insurer agree otherwise; or
2. at the date of the contract the First Directory holder is a resident of Scotland, Northern Ireland, Channel Islands or the Isle of Man in which case (in the absence of agreement to the contrary) the law of that country will apply.
**General Exclusions and Conditions**  
(These apply to the whole of this policy)

**General Exclusions**

This policy does not cover the following:

1. Any consequence whatsoever which is the direct or indirect result of any of the following, or anything connected with any of the following, whether or not such consequence has been contributed to by any other cause or event:
   a. War, invasion, act of foreign enemy, hostilities or a warlike operation or operations (whether war be declared or not), civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of or amounting to an uprising, military or usurped power.
   b. Any action taken in controlling, preventing, suppressing or in any way relating to (a) above.

2. Claims directly or indirectly caused by:
   a. Ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste from burning nuclear fuel; or
   b. The radioactive, toxic, explosive or other hazardous properties of any explosive nuclear assembly or part of an assembly; or
   c. Pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.

3. Any claim for your death, injury, illness or disability resulting from:
   a. Your suicide or attempted suicide; or
   b. Your misuse of alcohol or drugs or your consumption of alcohol or drugs (other than drugs taken under medical supervision and not for treating alcohol or drug addiction) to an extent which causes immediate or long-term physical or mental impairment, including impairment to your judgement causing you to take action you would not normally have taken; or
   c. Any exacerbation of an accepted medical condition caused by your misuse of alcohol or drugs.

4. Any claim where during the trip, you deliberately put yourself at risk of death, injury, illness or disability (unless your life is in danger or you were trying to save human life).

5. Any loss that is not specifically described in the stated terms and conditions, e.g. we will not pay for loss of earning if you are unable to return to work due to illness or injury during your trip, or any payment which you would normally have made during your travels.

6. Any incident which happens after the trip duration limit has been reached.

7. Any claim for an incident which happens during a trip that results from:
   a. you riding or being carried as a passenger on a scooter, moped or motorcycle:
      i. 125cc or under, unless you wear a crash helmet and, as a rider, you are fully licensed to use such a vehicle in the UK;
      ii. over 125cc, unless this is your mode of transport from the UK and you wear a crash helmet and appropriate protective clothing. As a rider you must be fully licensed and insured to use this vehicle in the UK. There is no cover for trips taken outside of Europe.
   b. you driving any motorised vehicle, unless you are fully licensed to drive such a vehicle in the UK;
   c. you driving or being a passenger in any motorised vehicle unless you have complied with all laws applying to use of that vehicle in the country you are visiting, for example you must wear a seatbelt where this is required by law;
   d. your involvement in paid or unpaid manual work or physical labour of any kind, other than charity and conservation work (see further limitations in the Your Activities section);
   e. business travel if your job is not wholly an office based role and your trip involves dealing with members of the public or any tasks other than clerical or administrative duties;
   f. you taking part in an activity which is shown as excluded in the Your Activities section;
   g. you taking part in exploration or scientific expeditions or being a crew member on a vessel travelling from one country to another;
   h. you climbing on to, on top of, or jumping from any balcony railing, ledge or wall; or climbing or moving across any external part of a building or vehicle not specifically designed for that purpose.

8. Any claim resulting from a tropical disease where you have not had the recommended inoculations and/or taken the recommended medication.
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| 9. | Any claim for:  
a. management fees, maintenance costs or exchange fees, unused travel or accommodation arranged by using air miles, loyalty or points based schemes, timeshares or similar promotions;  
b. costs where these are recoverable from **your** travel or accommodation provider;  
c. costs **you** have paid on behalf of persons not insured under **this policy**;  
d. administration costs charged by **your** travel and/or accommodation provider in respect of obtaining a refund for unused travel and accommodation. |
| 10. | Any claim because **you** do not feel like travelling, or **you** are not enjoying **your trip**. |
| 11. | Any claim caused by an event for which the dates had been publicly announced and/or reported by the media at the time of opening First Directory or booking **your trip** (whichever is later), e.g. strike, airport closure or flight cancellation. |
| 12. | **You** must report any loss or theft to the police as soon as reasonably possible following discovery, and get a written report (where it is not possible to obtain a police report **you** must provide other independent proof of the loss or theft, such as a letter from **your** transport company, hotel, or resort management). |
# General Conditions

1. **You** are the **First Directory holder**, his/her **partner** or their dependent children who at the start date of the **trip** are under 18 years of age (under 23 if still in full time education and living at **home** outside of term time).

2. **You** must be registered with a **doctor** in the **UK** to be covered for any emergency medical claims or claims for cancellation or coming **home** early due to medical emergencies.

3. **You** must have taken reasonable care to provide complete and accurate answers to the questions asked when **you** opened First Directory and **you** before book a **trip** or travel make sure that **you** have told us about any medical conditions as detailed in the ‘Your Health’ section on page 18.

   Please note that if **you** fail to tell the **insurer** about medical conditions this could invalidate this **policy** and could mean that part or all of a claim may not be paid. It is therefore very important that **you** read the ‘Your Health’ section in this booklet.

   If the information provided by **you** is not complete and accurate, **we** may amend the medical underwriting decision(s) for any declared pre-existing condition(s) which may result in an accepted condition being excluded, or refuse to pay any claim, or not pay any claim in full.

   If **you** fail to notify us of any changes to your health before a trip (as required in the ‘Your Health’ section of this booklet) this could result in a previously accepted medical condition being excluded.

4. **Our right to cancel:**

   **first direct** may cancel this **policy** on our behalf by sending at least 30 days’ notice setting out the reason for cancellation.

   Valid reasons include, but are not limited to, the following:

   a. where we reasonably suspect fraud;
   b. where **you** fail to co-operate with us or provide us with information or documentation we reasonably require and this affects our ability to assess a claim or defend our interests. See the General Conditions 7, 8, and 10 below;
   c. where **you** have not taken reasonable care to provide complete and accurate answers to the questions we ask as required in the ‘information and changes we need to know about’ section in this policy booklet and General Condition 2;
   d. where **first direct** decide to offer this **policy** through an alternative provider as provided for in General Condition 16.

   **first direct** may also cancel this **policy** in accordance with the First Directory Terms and Conditions. Please refer to this document for further details.

5. **Claims fraud:**

   In order to prevent and detect fraud **first direct** and the **insurer** may at any time share information about you with other organisations and public bodies including the police. **You** should show these notices to anyone who has an interest in this **policy**.

   If your claim is in any way dishonest or exaggerated we will not pay any costs or benefits under this **policy** and we may cancel this **policy** immediately and backdate the cancellation to the date of the fraudulent claim. We may also report you to the police and/or take legal action against you.

6. **You** must take all reasonable precautions to protect yourself and your property against any accident, injury, theft, loss or damage. **You** must take the same level of care as you would if you did not have this **policy**.

7. If we make a payment before cover is confirmed and our claims investigation reveals that no cover exists under the terms of this **policy**, you must pay us back any amount we have paid, which you are not covered for.

8. **You** must tell us as soon as possible after becoming aware of any circumstances which may lead to a claim under this **policy**. You must also tell us if you are aware of any legal proceedings, summons or prosecution. You must send us every communication relating to a claim as soon as reasonably possible.

9. **You**, or any person acting for you, must not negotiate, admit or reject any claim without our permission in writing.

10. **We** may refuse to pay any expenses for which you cannot provide receipts or bills.
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<tr>
<td>11.</td>
<td><strong>You</strong> or <strong>your</strong> legal representative must pay for any certificates, information and evidence, which <strong>we</strong> may need. When there is a claim for injury or illness, <strong>we</strong> may ask for, and will pay for, any <strong>insured person</strong> to be medically examined on <strong>our</strong> behalf.</td>
</tr>
<tr>
<td>12.</td>
<td>If, at the time of an incident which results in a claim under <strong>this policy</strong>, there is any other insurance covering the same loss, damage, expense or liability, <strong>we</strong> are entitled to approach that insurer for a contribution towards the claim, and will only pay <strong>our</strong> share. This condition does not apply to the Accidental Death and Permanent Injury benefit or Medical Inconvenience benefits under the Emergency Medical and Associated Expenses section.</td>
</tr>
<tr>
<td>13.</td>
<td><strong>We</strong> are entitled to take over and carry out in <strong>your</strong> name the defence or settlement of any legal action. <strong>We</strong> may also take proceedings at <strong>our</strong> own expense and for <strong>our</strong> own benefit, but in <strong>your</strong> name, to recover any payment <strong>we</strong> have made under <strong>this policy</strong> to anyone else.</td>
</tr>
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<td>14.</td>
<td>If <strong>you</strong> make a medical claim <strong>you</strong> may be asked to provide consent to enable <strong>us</strong> to access <strong>your</strong> medical records. This will help the treating doctors, and <strong>us</strong>, to provide <strong>you</strong> with the most appropriate treatment and assess whether cover applies. If <strong>you</strong> do not agree to provide this <strong>we</strong> will not deal with <strong>your</strong> claim.</td>
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<td>15.</td>
<td>Following the expiry of <strong>your</strong> statutory cooling off period (14 days commencing on the date <strong>you</strong> take out the account or the date on which <strong>you</strong> receive the policy documents (whichever is the later)), <strong>you</strong> continue to have the right to cancel First Directory at any time by contacting <strong>first direct</strong>, but no refund of any fees payable in respect of First Directory will be available.</td>
</tr>
<tr>
<td>16.</td>
<td><strong>We</strong> can, at any time and after taking a fair and reasonable view, but no more than once in any 6 month period make changes to <strong>this policy's</strong> terms and conditions, to reflect changes in <strong>our</strong> expectations of the future likely cost of providing cover. Policy cover may increase or decrease, but the changes will not be made for the sake of recouping past losses. When doing so <strong>we</strong> will only consider one or more of the following:   a. <strong>our</strong> experience and expectations of the cost of providing this product and/or other Aviva products of a similar nature.   b. information reasonably available to <strong>us</strong> on the actual and expected claims experience of insurers of similar products.   c. widely available economic information such as inflation rates and exchange rates.   Additionally, <strong>we</strong> can, at any time and after taking a fair and reasonable view, make changes to <strong>this policy's</strong> terms and conditions:   a. to reflect changes (affecting <strong>us</strong> or <strong>this policy</strong>) in the law or regulation or the interpretation of law or regulation, or changes in taxation.   b. to reflect decisions or recommendations of an Ombudsman, regulator or similar person, or any code of practice, with which <strong>we</strong> intend to comply.   c. in order to make <strong>this policy</strong> clearer and fairer to <strong>you</strong> or to rectify any mistakes that may be discovered in due course. Changes (together with the reasons for such changes) will be notified to <strong>you</strong> in writing at least 30 days in advance.</td>
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<td>17.</td>
<td><strong>first direct</strong> may cancel <strong>this policy</strong> on <strong>our</strong> behalf and may offer cover with another provider. If this happens <strong>first direct</strong> will give <strong>you</strong> 30 days’ notice.</td>
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</table>
Your health – cover and exclusions for medical conditions

Please read this section carefully

This policy is not a general health or private medical insurance policy and will only cover sudden and unexpected illness or accidents.

Medical Condition means:
Any illness, disease or injury that you have had in the 12 months prior to booking a trip(s) where you have;
- been prescribed for medication; and/or
- received or are awaiting, medical treatment, tests or investigations and/or
- been referred to, or had follow up with a specialist and/or
- been admitted to hospital or had surgery.

What do you need to tell us?
If an insured person has any medical condition other than those shown as an ‘Accepted condition’ on pages 15 and 16 and you wish us to consider covering the medical condition(s), you need to call us on 08000 517 463.

Please note – medical conditions are not covered by this policy unless:
- you only have ‘Accepted conditions’ shown on pages 15 and 16; or
- we have been told about them and have confirmed in writing that they have been accepted.

When do you need to tell us?

• Before booking any trip
If you wish us to consider covering medical conditions you have that are not shown on the ‘Accepted conditions’ list, you need to contact us before booking any trip.

When you call us, we will assess your medical condition(s) and tell you whether or not we are able to cover the condition(s).

• After booking a trip but before travelling
If after the trip has been booked you are referred to a consultant/specialist or admitted to hospital, you will be covered for cancellation of your trip and we will pay travel costs you had paid before this happened. If you still wish to travel you must call us and we will tell you if we are able to cover the condition. If we are unable to cover the condition but you still wish to go on the trip, we will not cover any claim relating to that condition.

If you booked your trip before opening your account / First Directory, you should call us as soon as possible to find out if your medical condition(s) can be covered for the pre booked trip.

Accepted conditions
If these are the only medical conditions you have and none of the restrictions or the Health exclusions listed below apply, you will be automatically covered by this policy and we do not need to know about them.

However, if you have a medical condition that is not on the list, or the restrictions/exclusions apply to you, you must tell us about all medical conditions you have, including any shown on the list below.

If you are in any doubt please call us on 0800 051 7463.

- Allergy / Anaphylaxis (no hospital admissions in last two years)
- Arthritis (no back or neck problems)
- Asthma (no nebulisers or oxygen at home and no hospital admissions in the last 12 months)
- Benign prostatic enlargement
- Broken bone / fracture (not head or spine)
- Cataracts
- Chicken pox
- Constipation
- Common cold/influenza
- Cystitis
- Diabetes (no complications for example retinal, kidney or nerve damage)
- Diarrhoea and or vomiting
• Dislocated joint (following knee/replacement)
• Eczema / dermatitis
• Essential tremor
• Fungal nail infection
• Gastric reflux
• Glaucoma
• Gout
• Haemorrhoids
• Hayfever
• Hernia
• High / low blood pressure
• High cholesterol
• Hypothyroidism (underactive thyroid)
• Impetigo
• Irritable bowel syndrome (IBS)
• Joint replacement
• Macular degeneration
• Migraine (confirmed diagnosis, no ongoing investigation)
• Minor infections (treated with no more than one course of antibiotics)
• Osteoporosis (no back or neck fractures)
• Peptic Ulcer
• Polymyalgia rheumatica
• Psoriasis
• Retinopathy (not a link to diabetes)
• Sinusitis
• Soft tissue injury / tendon injury / sprain
• Tinnitus
• Tonsillitis
• Vertigo

**Health exclusions**

1. There is no cover for any claim arising directly or indirectly from the following:

   a) Any **medical condition** unless it is shown as an ‘Accepted condition’ or **we** have been told about it and **we** have accepted it in writing.

   b) Any symptoms that **you** were aware of, prior to booking a **trip**, for which **you** have sought but not yet received a diagnosis for.

   c) Any **medical condition** for which **you** were not taking the medication prescribed to **you**.

   d) Travelling against the advice of a **doctor** or purposely travelling without medical advice when it was reasonable for **you** to have consulted a **doctor**.

   e) Travelling with the intention of seeking medical treatment.

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<th>European Health Insurance Card (EHIC)</th>
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<td>(Residents of England, Scotland, Wales and Northern Ireland only)</td>
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If **you** are travelling to countries in the European Union, Iceland, Liechtenstein, Norway or Switzerland **we** strongly advise that **you** take an EHIC with **you**. **You** can obtain information or apply online at nhs.uk and search for Healthcare abroad. The EHIC is free and should be completed and validated before **you** travel. This will allow **you** to benefit from the reciprocal health arrangements which exist with these countries. **You** should take reasonable steps to use these arrangements where possible.

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<th>Medicare</th>
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<td>(Residents of England, Wales, Scotland and Northern Ireland only)</td>
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If **you** require medical treatment in Australia, **you** must enrol with a local Medicare office. **You** do not need to enrol on arrival but **you** must do this after the first occasion **you** receive treatment. In-patient and out-patient treatment at a public hospital is then free of charge. Details of how to enrol and the free treatment available can be found at humanservices.gov.au by searching for Medicare forms.
## Cancelling or coming home early

If *you* unavoidably have to cancel *your trip* or come *home* early, *we* will pay for the following:

- non recoverable costs that each *insured person* has paid, or legally has to pay for their own unused personal travel and/or accommodation. This also includes the cost of pre-paid excursions;

and/or

- additional travel costs (if *you* cannot use *your* return ticket), and /or accommodation costs (of a similar standard *you* had booked for *your* trip) necessary to allow *you* to come *home* early.

The most we will pay for each *insured person* is:

- £5,000 for personal travel and accommodation costs;
- £250 for excursions.

If *you* are unable to recover these costs from the provider.

If one of the following occurs:

1. *you* are injured, fall ill, are quarantined or die.
2. a *close relative*, *close business colleague*, or the person *you* were going to stay with is seriously injured, falls seriously ill or dies.
3. *your home* is badly damaged by explosion, fire, landslide, flood or severe/adverse weather.
4. the police need to speak to *you* because *your home* or place of work has been burgled.
5. severe/adverse weather prevents *you* from leaving *your home*, reaching *your point of international departure* or *your pre-booked holiday accommodation* in the UK.
6. delay or cancellation of *your* pre-booked transport prevents *you* from leaving the UK on *your* outward journey, and the carrier or their handling agent is unable to provide suitable alternative travel arrangements within 24 hours of the date and time of the scheduled departure as shown on *your* ticket/itinerary.
7. *you* are a member of the Armed Forces, Police, Ambulance, Fire, Nursing Services or an employee of a Government Department and authorised leave is cancelled due to an unexpected posting or a major incident in the UK.
8. *you* are prevented from travelling within 31 days of *your* scheduled departure date or have to come *home* early because:
   a. An avalanche, earthquake, explosion, fire, landslide, flood or severe/adverse weather renders *your accommodation* uninhabitable or unreachable;
   b. A Foreign and Commonwealth Office advisory notice is in place advising against all travel or all but essential travel to *your* destination or, the FCO are advising British citizens to leave the area in which *you* are staying.
      Or *you* choose not to travel or continue *your trip* because;
   c. *Your accommodation* is directly affected by a food poisoning outbreak, or the area in which *you* are staying is affected by pandemic or epidemic influenza;
   d. A major incident such as a terrorist attack happens within a 50 mile radius of the area in which *you* will be/are staying and *you* do not wish to travel or *you* wish to return *home* early.
9. *your* transport operator, accommodation provider or their booking agents become insolvent.
10. *you* are denied boarding because there are too many passengers for the seats available and no suitable alternative flight could be provided within 12 hours.

*You* can also cancel *your trip* if one of the following occurs:

- *you* are made redundant;
- *you* are called for jury service or as a witness in a court of law during *your trip*.

*You* will also be covered if *your travelling companion* has to cancel the *trip* or come *home* early for one of the reasons listed above.
Special Conditions

a. All claims resulting from illness, injury, quarantine or death must be supported by medical reports, or a death certificate (or both). Medical reports must be obtained at the time of the incident and indicate the necessity to cancel the trip or come home early.

b. You must provide written confirmation from the carrier or their handling agent of the actual date and time of the planned departure and reason for the cancellation or delay, and that they were unable to offer suitable alternative travel arrangements within 24 hours of your scheduled departure.

c. Where you have been prevented from reaching your point of international departure or pre-booked holiday accommodation in the UK due to severe/adverse weather, you must provide evidence that travel was not possible, such as local police, press or travel reports.

d. If your leave is cancelled, or you are made redundant you must provide written confirmation from your employer.

e. If you are called as a witness or for jury service you must provide written confirmation.

f. If you are denied boarding you must provide proof that your carrier was unable to offer you suitable alternative travel arrangements.

If you have to come home early:

a. If you need to come home early and intend to make a claim you must phone the Emergency Medical Assistance Helpline immediately.

b. All claims must be supported by documentary evidence that you have been unable to obtain a refund from the travel and/or accommodation provider.

c. You must provide written confirmation from the accommodation provider and/or local or national authorities that the accommodation was uninhabitable and the reason for this, and that they were unable to offer suitable alternative accommodation of a similar standard.

d. If you cannot use your return ticket and we pay additional travel costs to allow you to come home early, your unused travel ticket will then belong to us.

Excess

We will not pay the first £50 for each insured person's claim. However, if two or more insured person's claim under this section the maximum excess will be £100.

In the event of a claim for loss of deposit only, we will not pay the first £20 of each insured person's claim.

What is not covered

a. Anything mentioned in the General Exclusions and Health Exclusions in the Your Health section.

b. Any costs incurred by you which are recoverable from your credit/debit card provider or which you receive or are expected to receive compensation or reimbursement.

c. Any claim where you knew at the time of opening First Directory or booking your trip (whichever is later) that you or your travelling companion may be unable to travel or may need to come home early, for example where a close relative is seriously ill or the event has already happened.

If you have to cancel your trip:

a. Any claim due to severe/adverse weather where you have not allowed sufficient time to reach your point of international departure taking into account the weather forecast for your journey.

b. Any claim where the carrier or handling agent has offered suitable alternative travel arrangements within 24 hours of the date and time of the scheduled departure as shown on the ticket / itinerary.

c. Any claim for dismissal, misconduct, resignation or voluntary redundancy.

d. Any claim for redundancy if you or your travelling companion knew of the redundancy at the time of opening First Directory or booking your trip (whichever is later) or where you cannot provide written evidence that the reason you or your travelling companion left the job was due to redundancy.

If you have to come home early:

a. Any claim for coming home early which was not authorised by our Emergency Medical Assistance provider.

b. Any claim for coming home early due to Foreign and Commonwealth Office advice where this advice was already in place prior to your departure from the UK.

c. Any claim for coming home early after you have chosen to move to alternative accommodation.

d. Any claim where you knew, prior to departure, that you may need to come home early.
**Travel Disruption**

### Travel delay after check-in

If your pre-booked transport is delayed after you have checked-in we will pay £50 for every full 12 hour period you are delayed. If your transport on your outward journey from the UK is delayed for more than 24 hours, you can cancel your trip, please see page 19.

For each **insured person** the most we will pay is £250.

**Missed departures** – This benefit does not apply to **trips** taken within the **UK**

If you miss your pre-booked transport due to:
- delay or cancellation of scheduled public transport services or a connecting flight; or
- accidental damage to, or breakdown of the vehicle in which you are travelling; or
- an unexpected delay caused by severe/adverse weather or a road traffic incident ahead of you

we will pay for additional travel and accommodation costs you incur to reach your destination abroad or home on your return journey.

For each **insured person**, the most we will pay is £1,000.

**Enforced stay abroad** – This benefit does not apply to **trips** taken within the **UK**

If you are unable to travel home on your scheduled return date due to:
- airspace, airport or port closure; or
- your flight being cancelled as a direct result of volcanic ash in the atmosphere

we will pay you either:
1. £100 for each full 24 hour period you are unable to travel home, or
2. up to £1,500 for travel and accommodation costs if, after 24 hours, you unavoidably have to make alternative arrangements to travel home.

If your own prescription medication has run out as a direct result of your enforced stay abroad, we will also pay for emergency medical supplies to prevent a deterioration of an existing medical condition.

For each **insured person** the most we will pay is £1,500.

**Special Conditions**

- you can only claim for one benefit per incident under this section.
- Any costs incurred may have to be paid by you and submitted as a claim.
- We will only pay for additional transport or accommodation costs if your carrier or their handling agents have not been able to offer you suitable alternative accommodation and/or travel arrangements. All claims must be supported by documentary evidence of the costs you have incurred.

### Travel delay after check-in

a. If your pre-booked transport is delayed you must have checked in at the specified time.

### Missed departures:

a. Any claim for a missed connection for a **trip** which was not pre-booked before you left the **UK**.

b. Any claim for **trips** solely within the **UK**.

---

**Excess**

We will not pay the first £50 for each **insured person** if the **trip** is cancelled following a 24 hour delay.

**What is not covered**

a. Anything mentioned in the General Exclusions section.

b. Any claim where you have not done all you can to get to your departure point, or where you have not allowed sufficient time to make the travel connections shown on your ticket/itinerary, for example transfers between terminals, airports, ports or stations.

c. Any claim where the carrier or their handling agents have offered reasonable alternative transport.

d. Any claim for costs where you have received a refund from the carrier or handling agent.

Missed departures:

a. Any claim for a missed connection for a **trip** which was not pre-booked before you left the **UK**.

b. Any claim for **trips** solely within the **UK**.
If you are injured, fall ill, are quarantined or die during your trip, we will cover you up to the limits shown below, for:

**Emergency medical treatment**

a. Emergency medical treatment outside your home territory (including rescue services to take you to hospital).
b. Emergency dental treatment required for immediate pain relief only outside of your home territory.

**Associated expenses**

a. extra charges for half board accommodation (of a similar standard to the accommodation you had booked for your trip) if it is medically necessary for you to stay after the date you were going to return home or travel to your next destination;
b. for the cost of burying or cremating you in the country where you die, if you die outside your home territory;
c. for the cost of returning your body or ashes to your home;
d. the cost of getting you home or to a UK hospital, if it is medically necessary because you are seriously injured or fall seriously ill during your trip and you cannot use your return ticket.

If our Medical Emergency Assistance provider and the treating doctor agree that it is necessary, we will also pay travel and accommodation costs under 2a and 2d, for one relative or friend who has to stay with you or travel to be with you.

for each insured person we will pay up to:
- £10,000,000 Emergency treatment and associated expenses outside of your home territory.
- £350 Emergency dental treatment outside of your home territory.
- £10,000 for the cost of your burial or cremation if you die outside of your home territory, and/or returning your body or ashes to your home.
- £10,000 Associated expenses for claims in your home territory.

**Medical inconvenience**

If you are claiming for emergency medical expenses outside of your home territory, and these are covered under this section, we will also pay you £50 for each consecutive 24 hours your trip is disrupted if you are:
- in hospital receiving in-patient treatment; or
- confined to your accommodation on the advice of the treating doctor.

For each insured person we will pay up to £1,000 for medical inconvenience outside of your home territory.

**Holiday disruption**

If you are claiming for emergency medical expenses and receiving treatment as an in-patient for more than 24 hours we will pay your own non-recoverable unused personal travel and accommodation costs (including pre-paid excursions).

The most we will pay for each insured person is:
- £5,000 for personal travel and accommodation costs
- £250 for excursions

if you are unable to recover these costs from the provider.

**Special Conditions**

You must phone the Medical Emergency Assistance helpline before you make any arrangements if an injury or illness means that you:

a. need to seek emergency medical advice; or
b. are told by the treating doctor that you need to visit them for repeat treatments; or
c. are going to require tests or investigations as an out-patient; or
d. are told that you need to go into hospital as an in-patient.

An experienced Medical Emergency Assistance co-ordinator will deal with your enquiry and make sure that where necessary:

a. hospitals are contacted; and/or
b. medical fees are guaranteed; and/or
c. medical advisors are consulted.

If you cannot call before you are admitted as an in-patient because the condition is serious, you must contact the Medical Emergency Assistance Helpline as soon as possible after you go into hospital.

If you are injured or fall ill during your trip, our Medical Emergency Assistance provider may move you from one hospital to another and/or arrange for you to return home at any time. They will only do this if they and the treating doctor think that it is safe for you to be moved or returned home.
We will not pay the first £50 for each insured person’s claim for Emergency Treatment and Associated Expenses. There is no excess for the Medical Inconvenience or Holiday Disruption benefits.

What is not covered

a. Anything mentioned in the General Exclusions and Health Exclusions in the Your Health section.
b. Any claim for:
   • treatment received in your home territory;
   • the cost of in-patient hospital treatment, out-patient treatment or going home early that our Medical Emergency Assistance provider has not agreed beforehand;
   • the cost of any non-emergency treatment or surgery including exploratory tests which are not directly related to the illness or injury you originally went to hospital for;
   • any form of treatment that your treating doctor and our Medical Emergency Assistance provider think can reasonably wait until you return home;
   • cosmetic surgery, unless considered necessary as a medical emergency and agreed with our Medical Emergency Assistance provider;
   • medication which, at the time your trip started, you knew that you would need while you were away;
   • any extra costs because you have requested a single or private room;
   • treatment or services provided by a health spa, convalescent or nursing home or any rehabilitation centre;
   • any treatment after you have returned home, or are repatriated to a UK hospital.
c. Costs incurred following your decision not to move hospital or return to your home territory after the date when it was deemed safe for you to do so by our Medical Emergency Assistance provider and your treating doctor.
d. Any claim for medical inconvenience benefit:
   • where the period in hospital or confinement to your accommodation is less than 24 consecutive hours;
   • for any insured person not being treated as an in-patient or confined to accommodation on medical advice;
   • where there is no valid claim for emergency medical treatment;
   • where the purpose of the trip was office-based business travel.
e. Any claim for Medical Inconvenience or Holiday Disruption where there is no valid claim for emergency medical treatment.
f. Any claim for Holiday Disruption benefit where you are confined to accommodation or unable to undertake any planned activities.

Accidental death or permanent disability

We will cover you if you suffer a serious accidental bodily injury during your trip which requires immediate and urgent medical attention and leads solely, directly and independently of any other cause to:

a. your death; or
b. loss of your hand or foot at or above the wrist or ankle; or
c. total and permanent loss of use of an entire arm, hand, leg or foot; or
d. loss of sight to the extent where you are eligible to be registered as severely sight impaired (blind); or
e. your disablement for 2 years from the date you sustained the injury, which means that you are entirely prevented from following any occupation suited to your education, experience and capability.

For each insured person we will pay up to £50,000 other than the death benefit for insured persons under 16 years of age where the maximum we will pay is £1,000.

Special conditions

a. the death or disability must happen within one year of the accident.
b. only one benefit will be paid under this section, regardless of the number of injuries sustained.
c. any benefit will be paid to you or your legal representative. If you die, the benefit will be paid into your estate.

What is not covered

a. Anything mentioned in the General Exclusions section.
b. Any claim resulting from:
   • sickness, disease, nervous shock or naturally occurring condition or degenerative process;
   • you taking part in an activity which is shown as excluded in the Your Activities section.
Legal expenses and advice

Legal expenses is underwritten by Aviva Insurance Limited. Claims handling is undertaken by Arc Legal Assistance Limited or such other company as we notify you of from time to time.

Legal expenses cover

If, during the trip, an incident causes the death or injury of an insured person which was not the insured person’s fault we will provide a lawyer and up to £50,000 for legal costs to pursue a claim.

Our lawyer will assess the evidence and proceed on your behalf if it is more likely than not that you will recover damages.

If, in the lawyer’s opinion:
  a. the prospects of success are no longer in your favour; or
  b. the non-recoverable costs are likely to exceed the potential compensation
we will not pay further costs toward your legal claim.

Personal legal advice

We will give you confidential advice over the phone on any personal legal problem that may lead to a claim under this section.

We will tell you what your legal rights are, what course of action is available to you and whether these can be best implemented by you or whether you need to consult with a lawyer.

Special Conditions

Contingency fees:
For claims made in some countries you may have to enter into a contingency fee arrangement with the lawyer representing you. This means that the lawyer will receive an agreed percentage of any compensation which they receive for you. We will not pay any costs incurred by the lawyer relating to such an arrangement.

Choice of lawyer:
  a. if court proceedings are issued within the UK or there is a conflict of interest, you can choose your own lawyer;
  b. for proceedings outside the UK we will choose the lawyer;
  c. we will appoint that lawyer subject to acceptance of our standard terms of appointment which are available upon request;
  d. subject to the other terms and conditions of this policy we will pay legal costs up to £50,000.

Our rights and your obligations:
  a. on request, your lawyer must provide us with information or opinion about your claim;
  b. you must co-operate fully with us and the lawyer;
  c. you must notify us immediately if anyone offers to settle a claim. If you don’t accept an offer which the lawyer advises is reasonable we may refuse to pay any further costs;
  d. if successful, you must instruct your lawyer to attempt recovery of all costs relating to your case.

This cover will end if you:
  a. settle or withdraw your claim without our agreement;
  b. do not give instructions when requested by the lawyer;
  c. dismiss a lawyer without our consent. We will not withhold consent without good reason.
If, due to the above, we incur costs that wouldn’t otherwise have been incurred, we reserve the right to recover these from you.

You cannot transfer your rights under this policy.
A person, partnership (whether limited or not) or company who is not insured under this policy has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any of its terms.

What is not covered

a. Anything mentioned in the General Exclusions section.
b. Any claim which does not result from a specific incident.
c. An application for judicial review.
d. Claims made by anyone other than you enforcing their rights under this cover.
### Personal Liability

**We** will cover:
Any money that **you** legally have to pay that relates to an accident during **your trip** which causes:
- a. death or physical injury to any person;
- b. loss or damage to property;
- c. loss or damage to temporary holiday accommodation which is not owned by **you**.

**We** will also pay legal costs and expenses incurred by **you** in relation to the accident. **You** must obtain **our** consent in writing before incurring any cost or expense.

For each **insured person** **we** will pay up to £2,000,000.

### Excess

A £50 **excess** applies to all claims arising from damage caused by **you** to **your** temporary holiday accommodation.

### What is not covered

1. Anything mentioned in the General Exclusions section.
2. Any fines or exemplary damages (punishing, or aimed at punishing, the person responsible rather than awarding compensation) **you** have to pay.
3. Liability arising from:
   - a. death or injury of members of **your** household or people who work for **you**;
   - b. loss or damage to property which belongs to **you** or is under:
     - i. **your** control;
     - ii. the control of a member of **your** household;
     - iii. the control of people who work for **you**.
   - c. **your** job;
   - d. **you** owning or occupying any land or building, unless **you** are occupying temporary holiday accommodation;
   - e. **you** owning or using:
     - i. animals (except domestic animals);
     - ii. firearms (except sporting guns used for clay-pigeon or small-bore shooting);
     - iii. motorised vehicles;
     - iv. vessels (other than manually propelled watercraft);
     - v. aircraft of any description, including unpowered flight.

### Delayed Baggage

If **your** baggage is temporarily lost on the outward journey and **you** are without it for more than 12 hours **we** will pay for the replacement of essential items.

For each **insured person**, **we** will pay up to £150.

### Baggage and Personal Money

**We** will cover **you** for loss, theft or accidental damage to **your**:
- a. Baggage, including **valuables;** and/or
- b. **Personal money.**

For each **insured person**, **we** will pay up to:
- £1,500 in total for baggage (less any amount already claimed under the Delayed Baggage section)
- £400 for any individual item
- £500 for **personal money** (a maximum limit of £100 for cash applies to **insured persons** under the age of 16).

At **our** option, **we** will settle any claim by payment or replacement. **We** will pay claims for baggage and **valuables** based on their value at the time of loss. **We** will not pay the cost of replacing them with new items, and **we** will not pay more that the original purchase price of any lost or damaged items.
Emergency travel documents

If your passport or visa is lost stolen or accidentally damaged whilst you are outside the UK, we will pay for:

a. The cost of an emergency travel document; and/or
b. Travel, accommodation and communication expenses, if the loss prevents you from leaving the country you are in or continuing the trip.

If you are unable to use your return ticket to the UK we will also pay towards the cost of additional travel expenses (of a similar standard you had booked for your trip) to allow you to return home.

For each insured person, the most we will pay is £750.

Contact the Travel Assistant Helpline for advice on how to replace lost or stolen personal money, or how to obtain an emergency travel document.

Special conditions

a. If your baggage is lost or damaged by an authority, a transport company or hotel, you must report the details of the loss or damage to them in writing and request written confirmation.

b. If your baggage is lost or damaged by an airline, you must:
   • get a property irregularity report;
   • give written notice of the claim to the airline within the time limit in their conditions of carriage (you should keep a copy);
   • keep all travel tickets and tags if you claim under this policy.

c. You must report any loss or theft to the police as soon as reasonably possible following discovery, and get a written report (where it is not possible to obtain a police report you must provide other independent proof of the loss or theft, such as a letter from your transport company, hotel, or resort management).

d. It may affect your claim if you cannot prove the value of, and that you were responsible for the lost, stolen or damaged items, for example a receipt or credit card/bank statement showing evidence of the purchase, proof of withdrawal or a currency exchange receipt. If you are claiming for damage we may ask you to send us the broken item.

Delayed baggage:

a. If your baggage is temporarily lost in transit you must get written confirmation from the carrier of the number of hours you were without your baggage.

Excess

We will not pay the first £50 for each insured person’s claim for baggage or personal money. There is no excess for the Emergency Travel Document benefit.

What is not covered

a. Anything mentioned in the General Exclusions section.
b. Loss, accidental damage or theft of personal money or valuables not carried in your hand baggage and fully accessible to you while you are travelling.
c. Loss or theft of personal money, baggage or valuables which you have deliberately left somewhere that is not in your full view and with no one known to you looking after them.
d. Theft of personal money, baggage or valuables from a locked room, safe, motor vehicle or caravan unless there is visible evidence of forcible and violent entry.
e. Theft of personal money, baggage or valuables from an unattended motor vehicle unless they have been placed out of view.
f. Any personal money, baggage or valuables delayed, detained or confiscated by customs or other officials.
g. Wear and tear, loss of value or damage caused by moths and/or vermin, or any process of cleaning, repairing or restoring.
h. Loss, accidental damage or theft of bonds, securities or documents of any kind (other than those listed under personal money).

Baggage and personal money:
a. Pedal cycles, contact lenses, and hearing aids, medical and dental fittings or antiques, furs or telescopes.
b. Scuba diving, fishing or winter sports equipment.
c. Cracking, scratching or breaking of glass (except lenses in camera, binoculars or spectacles), china, porcelain, ceramics, pottery, ornaments or similar fragile articles.
d. Loss, accidental damage or theft of items used in connection with your job, which are not owned by you.
e. Shortages due to a mistake or loss due to a change in exchange rates.
f. Loss or theft of travellers’ cheques where the issuer provides replacements or where you have not complied with the issuer’s instructions.
g. Hired golf equipment damaged while it is in use.

Emergency travel documents:
a. Any claim for travel and accommodation expenses of any other insured person who could travel without you but decides to stay with you.
Catastrophe cover

This section only operates if you have booked your accommodation independently and directly with the accommodation provider.

We will pay for additional accommodation and transport costs to allow you to continue your trip if you are forced to move from your independently booked and prepaid accommodation due to one of the following events occurring during your trip:

a. avalanche;
b. earthquake;
c. explosion;
d. fire;
e. flood;
f. landslide;
g. severe/adverse weather.

For each insured person, we will pay up to £750.

Special conditions

a. Extra accommodation costs must be for a similar standard of accommodation to that which you were originally staying. If the new accommodation is of a higher standard then we will pay up to the cost of the original accommodation, less any refunds that you obtain.
b. We will only pay your accommodation costs if you provide written confirmation from the provider of the accommodation and/or the local or national authorities that you were forced to leave your independently booked and prepaid accommodation and the reason for this.
c. You must be able to provide receipts for any extra accommodation or travel costs incurred if you are forced to move from your independently booked and prepaid accommodation.
d. If you decide to return home early, please see the special conditions on page 18.

What is not covered

a. Anything mentioned in the General Exclusions section.
b. Any prepaid accommodation costs that can be claimed back from a hotel or any other service provider.
c. Any claim where the catastrophe, as described above, had already occurred when you opened First Directory or the trip was booked (whichever is later).
d. Any claim where the provider of the accommodation and/or the local or national authorities did not deem it necessary for you to leave your prepaid accommodation.

Winter Sports

Cover under this section only applies for a total of 31 days in any calendar year

Winter sport equipment

We will cover you for loss, theft or accidental damage to winter sports equipment which is owned or hired by you.

If you have a valid claim under this section we will also pay for you to hire replacement equipment for the duration of your trip.

We will also cover the cost of a replacement lift pass if it is lost or stolen.

For each insured person, we will pay up to:

- £500 for winter sports equipment
- £250 for replacement equipment hire
- £250 for a replacement lift pass

At our option, we will settle any claim by payment or replacement. We will pay claims for winter sports equipment based on their value at the time of loss. We will not pay the cost of replacing them with new items, and we will not pay more than the original purchase price of any lost or damaged items.

Delay due to avalanche

We will pay for the cost of extra travel and accommodation if an avalanche delays your arrival at, or departure from the booked resort.

For each insured person, we will pay up to £200.

Piste closure – this cover does not apply to cross country skiing

We will pay you a daily benefit if all pistes at your booked resort are closed due to lack of snow, excessive snow or high winds.

For each insured person we will pay a daily benefit of £30 up to a maximum of £300.
### Medical inconvenience

If, due to illness or injury, **you** are medically certified as being unable to ski or board **we** will pay a daily benefit for each day **you** are prevented from doing so.

**We** will also pay a benefit for the proportionate cost of **your** non-refundable ski pack (ski lessons from a ski school, ski hire and lift pass).

For each **insured person**, the most **we** will pay is:

- £50 for each day you are unable to ski or board, up to a maximum of £200
- £500 for your ski pack.

### Excess

**We** will not pay the first £50 for any claim for **winter sports equipment**.

### Special conditions

**Winter sports equipment:**

a. If **your winter sports equipment** is lost or damaged by an authority, a transport company or hotel, **you** must report the details of the loss or damage to them in writing and request written confirmation.

b. If **your winter sports equipment** is lost or damaged by an airline, **you** must:
   - get a property irregularity report;
   - give written notice of the claim to the airline within the time limit in their conditions of carriage (**you** should keep a copy);
   - keep all travel tickets and tags if **you** claim under this policy.

c. **You** must report any loss or theft to the police as soon as reasonably possible following discovery, and get a written report (where it is not possible to obtain a police report **you** must provide other independent proof of the loss or theft, such as a letter from **your** transport company, hotel, or resort management).

**Piste closure:**

**You** must provide evidence from **your** tour operator or resort management that all pistes were closed, and how long they were closed for.

### What is not covered

a. Anything mentioned in the General Exclusions and Health Exclusions in the Your Health section.

b. Any claim where the maximum limit of 31 days for winter sports has been exceeded.

**Winter sports equipment:**

a. Deliberate or malicious damage caused by the **insured person**.

b. Loss or damage to **winter sports equipment** caused by the **insured persons** neglect.

c. Theft from motor vehicles.

d. Damage to hired **winter sports equipment** while being used.

e. Wear and tear, loss of value and damaged caused by moths or vermin, or any process of cleaning, repairing or restoring.

**Medical inconvenience:**

a. Any claim for medical inconvenience:
   - if the **insured person** has travelled against the advice of their **doctor**, or purposely travels without medical advice when it was reasonable for them to have done so.
   - caused by a medical condition or undiagnosed symptom which has not been disclosed to and accepted by **us**. Please refer to the Your Health section for details of when **you** need to tell **us** about medical conditions.
Your Activities

We will cover you whilst you take part in most sports activities. It is a general condition of this policy that you take all reasonable precautions to protect yourself against accidents and injury. This includes when you take part in sports and leisure activities where you must make use of any appropriate safety equipment and follow any instructions provided (if taking part in an organised activity).

Please refer to the Personal Liability section for further exclusions.

There is no cover for:

1. You training for, or taking part in any race, time trial or organised sporting competition, performance or tournament.
2. You participating in an activity as a professional or where you are paid or receive benefits in kind, such as travel and/or accommodation or expenses.

Excluded activities
You will not be covered whilst participating in any of these activities

There is no cover for any claim for injury, illness or death that happens while you are taking part in these activities or any financial loss as a result of you being unable to take part in these activities. Please refer to the Personal Liability section for further exclusions.

Land
Adventure racing/endurance events/marathon/ultramarathon/multi-discipline events
Big game hunting/hunting
Boxing/martial arts
Caving/potholing
Charity and conservation work that is not organised through a registered organisation, is not voluntary or involves work at heights over 3 metres
Cycle racing
Expeditions
Free running/Parkour
Mountain biking – other than trails graded as easy or moderate
Mountaineering, rock climbing, bouldering (outdoors) or via ferrata
Track events involving the use of motor vehicles
Trekking that involves an ascent to more than 5,000 metres altitude

Water
Canyoning/coasteering
Cliff diving
Free diving
High diving
Ice diving
Kite surfing
River sports involving rivers over grade 3
Sailing/yachting more than 12 miles from shore
Scuba diving
• where this is the main reason you booked the trip
• where you are not accompanied by a qualified instructor or dive master;
• beyond the depth to which you are qualified to a maximum of 40m
• that is professional, commercial or technical diving in nature, including but not limited to enriched air, tutor, solo, wreck, cave or cavern diving.

Water ski jumping
**Aerial**
Base jumping  
Flying (other than as a fare paying passenger in a fully licensed passenger carrying aircraft)  
Gilding  
Hang gliding  
Parachuting  
Paragliding  
Sky diving/parachuting (other than tandem skydiving through licensed operator)

**Winter sports activities**
Bobsleigh/cresta/luge/skeleton  
Freestyle skiing/snowboarding  
Off-piste skiing (unless accompanied by a qualified guide at all times in areas the resort management consider to be safe)  
Heli-skiing  
Glacier skiing  
Ski flying/jumping/stunting/surfing  
Ski racing/training  
Ski mountaineering
### Complaints procedure

#### Our promise of service

Our goal is to give excellent service to all our customers but we recognise that things go wrong occasionally. We take all complaints we receive seriously and aim to resolve all our customers’ problems promptly. To ensure that we provide the kind of service you expect we welcome your feedback. We will record and analyse your comments to make sure we continually improve the service we offer.

#### What will happen if you complain?

- We will acknowledge your complaint promptly
- We aim to resolve all complaints as quickly as possible

Most of our customers’ concerns can be resolved quickly, but occasionally more detailed enquiries are needed. If this is likely, we will contact you with an update within 10 working days of receipt and give you an expected date of response.

#### What to do if you are unhappy

If you are unhappy with any aspect of the handling of your claim we would encourage you, in the first instance to seek resolution by contacting:

- The Travel Claims Helpline number shown at the front of this booklet, or
- The first direct Claims Department, Aviva Insurance Limited, PO Box 432, Chichester PO18 8WP.

If your complaint is regarding anything else please contact:

- The Customer Services Helpline number shown at the front of this booklet.

If you are unhappy with the outcome of your complaint you may refer the matter to:

- Telephone: **0800 023 4567** (free from landlines and mobiles)
- Simply log into their website at financial-ombudsman.org.uk

Whilst we are bound by the decision of the Financial Ombudsman Service, you are not. Following the complaints procedure does not affect your right to take legal action.

#### Compensation

We are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from this scheme if we cannot meet our obligations, depending on the type of insurance and the circumstances of your claim. Further information about the scheme is available from the FSCS website fscs.org.uk or write to: Financial Services Compensation Scheme, 10th Floor, Beaufort House, Botolph Street, London EC3A 7QU.

#### Further information about this policy

first direct may from time to time use a different insurer(s) to provide you with this product. A change of insurer(s) may take place at any time.

first direct will notify you prior to any change of insurer(s) and advise you of any change in the policy terms. You will have the opportunity to terminate First Directory both before and after such a change becomes effective.
Privacy Overviews

first direct Privacy Overview

In this section when we say “we”, we mean first direct, a division of HSBC UK Bank plc.

first direct’s Privacy Notice explains how we collect, use, disclose, transfer and store your information, and sets out your rights in relation to your information.

You can find an overview in your First Directory Terms and Conditions, or the full Privacy Notice at firstdirect.com/privacy or by asking for a copy by phone.

We will inform you when we make any changes to your Privacy Notice.

Aviva Privacy Notice

Aviva Insurance Limited (Aviva) is the insurer of First Directory Travel insurance. Aviva collect and use personal information about you so that they can provide you with a policy that suits your insurance needs. Some of this information may be collected directly from you and some may be collected from other sources including first direct, for example, during the sale of the policy. Aviva is the data controller in respect of your personal information that it has received from first direct, as distributor, and also in respect of any information that it has collected directly from you or from other sources as set out in its Privacy Policy.

In this section “we”, “us” or “our” means Aviva Insurance Limited.

This notice explains the most important aspects of how Aviva use your information but you can get more information about the terms used and view the full privacy policy at: www.aviva.co.uk/privacypolicy or request a copy by writing to: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD

Personal information Aviva collects and how we will use it

Aviva will use your personal information:
• to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and process renewals,
• to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help them better understand their customers and improve their customer engagement (this includes, customer analytics and profiling),
• to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with their regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims; and
• to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, Aviva may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person Aviva expect you to ensure that we know you are doing so and are content with their information being provided to them. You might find it helpful to show them this privacy notice and if they have any concerns please contact Aviva in one of the ways described below.

The personal information we collect and use will include name, address, date of birth, and financial information. If a claim is made Aviva will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If Aviva need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give Aviva consent to using personal information, you are free to withdraw this at any time by contacting them in one of the ways described below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.
Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make.

Some of the information we collect as part of this application may be provided to us by a third party including first direct or HSBC UK Bank plc. This may include information already held about you within the Aviva group, including details from previous quotes and claims, information obtained from publicly available records, Aviva’s trusted third parties and from industry databases, including fraud prevention agencies and databases.

**Automated decision making**

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide a quote for this product, using the information we have collected.

**How we share your personal information with others**

Aviva may share your personal information:

- With the Aviva group, their agents and third parties who provide services to them, first direct, HSBC UK Bank plc and other insurers (either directly or via those acting for the Aviva such as travel administration companies, loss adjusters or investigators) to help Aviva administer their products and services;
- With regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation;
- With other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes;
- With reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. We will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations Aviva share information with may be located outside of the European Economic Area (“EEA”). We will always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see Aviva’s Privacy Policy or contact us in one of the ways described below.

**How long we keep your personal information for**

Aviva maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. Aviva need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. Aviva may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

**Your rights**

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see the full privacy policy for Aviva Insurance Limited, which can be obtained in the way described above.

**Contacting us**

If you have any questions about how Aviva use personal information, or if you want to exercise your rights stated above, please contact our Data Protection Officer by either emailing them at: DATAPRT@aviva.com or writing to them at Aviva, Level 4 Pitheavlis, Perth, PH2 0NH

If you have a complaint or concern about how Aviva use your personal information, please contact us in the ways described above in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.
Customers with disabilities

If you’d like this in another format such as large print, Braille or audio, please contact us. A textphone service is also available for customers with hearing and/or speech impairments. If you use your own text-phone you can call us on +44 151 494 1260.

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