

CYBER & DATA SECURITY PROPOSAL FORM



Company Information

Company:

Website Address:

Postal Address:

Postcode:

Email Address:

Do you require cover for any other locations which are not stated as your main postal address?

YES NO

If 'Yes', please provide details

Business Established Since:

Number of employees:

Please provide a description of your business services:

Please give a breakdown of your turnover, including fee income, for the past and current financial years, and estimate for the next year:

Financial year end (date)

	Past Year (actual)	Current Year (estimate)	Next Year (estimate)
Total turnover including fee income:	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
Profit (net before income tax)	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

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Please provide an estimated percentage split of turnover including fee income by geographical territory:

	Past Year (actual)	Current Year (estimate)	Next Year (estimate)
United Kingdom Clients	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
European Clients	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
USA and Canadian clients NOT subject to USA/Canada law	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
USA and Canadian clients subject to USA/Canada law	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Rest of the World clients	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Total %	100%	100%	100%

Network and data structure

Please provide brief details of the functions of your internal IT network:

Please provide details of the size of your IT network, number of:

Computer Users:	<input type="text"/>	Portables: (laptops, smartphones, notebooks, tablets)	<input type="text"/>
Servers:	<input type="text"/>	Server Location:	<input type="text"/>
PC's:	<input type="text"/>		

Please provide a financial value for your IT network (including but not limited to hardware, software, cabling and firmware):

£

Please estimate the total number of Personally Identifiable Information records, including employees and customers that your company holds.

Personally Identifiable Information is defined as: *information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify an individual.*

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Do you see this changing substantially in the next 12 months? Yes No

If 'Yes' please provide details below:

Please highlight which bands of Personally Identifiable Information records you hold:

Low Sensitivity

Name Email address

Moderate Sensitivity

Home Address Protected health information
 Telephone Number Insurance policy number
 Date of Birth National Insurance number
 Drivers Licence Number Passport number

High Sensitivity

Bank or Saving Account number Debit Card number
 Credit Card number

Please estimate what proportion of the total number of Personally Identifiable Information records you hold include a highly sensitive element: %

Do you seek explicit consent from all third parties before selling or sharing their Personally Identifiable Information? Yes No

If 'No' please provide details:

Do you outsource any part of your IT network including but not limited to data storage, data hosting and/or data-processing of Personally Identifiable Information Records? Yes No

If 'Yes' please provide the name of the third-party company:

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If 'Yes', do you ensure that the countries in which these third-parties hold your Personally Identifiable Information records have strict government legislation and regulation on data protection? Yes No

If 'No' please provide details below:

Do you have a written contract in place with these parties that will indemnify you for IT system or data security breaches arising from their services? Yes No

If 'No' please provide details below:

Network and data security

Do you have a Chief Information Officer (CIO) and/or a Chief Security Officer (CSO)? Yes No

If 'No' please provide details of who controls your IT network and data/information security:

Do you adhere to and comply with the following: Yes No

Data Protection Act 1998:	<input type="checkbox"/>	<input type="checkbox"/>
Privacy and Electronic Communications Regulations:	<input type="checkbox"/>	<input type="checkbox"/>
Payment Card Industry (PCI) Data Security Standards	<input type="checkbox"/>	<input type="checkbox"/>
ISO 27001:	<input type="checkbox"/>	<input type="checkbox"/>

If 'No' please provide details below:

Have you had a third party security audit undertaken on your IT network? Yes No

If 'Yes' have you implemented the recommendations of the audit? Yes No

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If 'No' please provide details:

Do you ensure that all Personally Identifiable Information records are backed up and held at a secondary location? Yes No

If 'No' please provide details:

Do you have firewalls protecting all external IT network gateways? Yes No

If 'No' please provide details:

Do you use encryption tools to ensure the integrity and confidentiality of all Personally Identifiable Information records including those on removable media? Yes No

If 'No' please provide details:

Do you use anti-virus software and anti-spyware? Yes No

If 'No' please provide details:

Do you have a vulnerability assessment program that monitors for IT network security and data security breaches and ensures timely updates of anti-virus and anti-spyware signatures and critical security patches? Yes No

If 'No' please provide details:

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When recruiting new employees to you undertake thorough background checks before employment is offered? Such as CRB (Criminal Record Bureau), Identity, Qualifications, Disciplinary. Yes No

If 'No' please provide details:

Do you have an internet and email usage policy written into all employment contracts which is clearly communicate to all employees? Yes No

If 'Yes', does this permit the monitoring and investigation of computer activity of your employees? Yes No

If 'No' to either of the above, please provide details:

Do you implement a data protection policy for the handling of data including Personally Identifiable Information records which is clearly communicated to all employees? Yes No

If 'No' please provide details:

Do you have physical controls and registration for visitors at your company's entrance area? Yes No

If 'No' please provide details:

Are all Personally Identifiable Information records, including those contained in a physical form (paper, disks, CDs, hard drives), disposed of or recycled by a confidential and secure means which is recognised throughout the organisation? Yes No

If 'No' please provide details:

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Business Impact

How fast are you likely to incur a loss of profit as a result of an IT network compromise and a total system downtime?

Level 1: 48 hours+ Level 3: 12-24 hours Level 5: Immediately
 Level 2: 24-48 hours Level 4: 1-12 hours

In the event of your IT network being subjected to a non-scheduled closure and total downtime; please estimate your maximum daily loss of profit (net profit before tax).

Do you have a disaster recovery plan which protects you against any sudden or unexpected failure of your IT network and security breach/data compromise? Yes No

If 'No' then please advise how you would deal with such an event in a time critical manner:

If 'Yes':

	Yes	No
Is the back-up system managed by a Third Party	<input type="checkbox"/>	<input type="checkbox"/>
How Regularly is it tested?	<input type="text"/>	
When was it last tested?	<input type="text"/>	
How long did it take to switch to this back-up system	<input type="text"/>	

Online Media

Do any of your websites (including websites you may host for third-parties) contain any of the following:

	Yes	No
Financial transactions via payment cards	<input type="checkbox"/>	<input type="checkbox"/>
Medical records or private information of individuals	<input type="checkbox"/>	<input type="checkbox"/>
Legal advice or services	<input type="checkbox"/>	<input type="checkbox"/>
Streaming music or video	<input type="checkbox"/>	<input type="checkbox"/>
Social Networking	<input type="checkbox"/>	<input type="checkbox"/>

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If you answered 'Yes' to any of the above please provide details below:

Do you have a privacy policy on your website?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If 'No' then please provide details:

Do you have a specific policy for managing all 'opt-in'/'opt-out' marketing requests including the use/storage of cookies on a browsers system/device?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you have a procedure for responding to allegations that content created, displayed or published is libellous, infringing intellectual property rights or violation of a third party's privacy rights?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If 'No' please provide details:

Are third-parties able to contribute to message boards, chat rooms or forums on your websites (including websites you may host for third-parties)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If 'Yes', please describe what procedures you have in place for monitoring or moderating content posted on your website including your "take-down" policy.

Do you have a qualified lawyer (or other legally qualified individual) review all content prior to posting on your websites (including websites you may host for third-parties)?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If 'No' then who authorises this?

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Do you obtain written warranties and indemnities from third parties for content they have created for you (including advertising agents)? Yes No

If 'No' please provide details:

Claims and insurance history

Have you previously been insured in respect of Cyber and Data Security? Yes No

If 'Yes' please provide details:

Cyber and Data Security

Insurer

Limit of Indemnity

Excess (each & every claim)

Premium

Expiry Date

Has your business ever been declined for a Cyber and Data Security insurance policy, or had an existing policy cancelled? Yes No

If 'Yes' please provide full details:

Have you ever experienced an event that did or may have given rise to a claim or circumstance under a cyber and data security policy, including but not limited to hacking incident, virus or malicious code attack, cyber extortion attempt, breach of secure data, wrongful disclosure of personal data or interference with rights of privacy? Yes No

If 'Yes' please provide details including what measures have been taken to prevent a reoccurrence?

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Please provide details of any matter which may be relevant to Underwriters consideration of your proposal and which has not been disclosed elsewhere in this proposal:

Declaration

I/We declare that this proposal has been completed after appropriate enquiry and that the statements and particulars in this proposal (including all attachments, if applicable) are true and that I/We have neither misrepresented or suppressed any material facts.

I/We undertake to inform Underwriters of any material alteration to these facts whether occurring before or after the completion of the contract of insurance.

Signature of Principle/Partner/Director

Date