

MEDIA PROFESSIONAL INDEMNITY PROPOSAL FORM

1. GENERAL INFORMATION

1) Name of Organization or Legal Entity (Applicant):

(please show complete name as you wish it to appear on the policy)

2) Address (Not P.O. Box):

If you require cover for any subsidiary companies you must name them below, and include the subsidiary information in all answers.

3) Name & Address of all subsidiaries:

4) Website:

5) Date Firm was established:

2. REVENUE INFORMATION

6) Please split your annual income between the jurisdiction of your contracts:

JURISDICTION	ANNUAL INCOME
UK:	£
USA:	£
ELSEWHERE (please specify countries) _____	£
TOTAL:	£

3. PREVIOUS INSURANCE INFORMATION

7) If you currently have E&O insurance, please complete the following:

Limit of Liability: _____

Retroactive Date: _____

Deductible: _____

Premium: _____

4. COVERAGE REQUIRED

8) Limit of indemnity required: £250,000 £500,000 £1,000,000 Other: £ _____

5. BUSINESS ACTIVITIES

9) Please provide the approximate split of your current annual income between the following:

a) Creative Services

Public Relations	%
Advertising	%
Graphic Design	%
Digital Marketing	%
Experiential Marketing	%
Branding	%
Production of Commercials and Music Videos	%
Production of Corporate Videos	%
Post Production	%
Market Research	%
Printing	%
Social Media Strategy	%
Direct Marketing	%
Sales Promotion	%
Photography/Videography	%
Media Buying	%
Animation	%
Marketing Consultancy	%

b) Publishing/Broadcasting/Author: %

c) Other (please provide details below) %

TOTAL **100 %**

10) Please describe your business activities, including any specialisms:

11) If you do publishing or broadcasting or are an author, please provide approximate splits between the following (if you do not, please skip to question 13).

a) How is content disseminated?

TV	%
Radio	%
Web	%
Books	%
Magazines	%
Newspapers	%
Other (please specify) _____	%
TOTAL:*	%

b) What is the nature of the content that you publish/broadcast?

News	%
Celebrity	%
Special Interest	%
B2B	%
Fiction	%
Investigative/Expose	%
Other (please specify) _____	%
TOTAL:*	%

***TOTALS for 11) a) + 11 b) MUST EQUAL 100%**

c) If you do broadcasting, do you have a time delay to manage offending content? YES NO

12) a) Please give details of the **two (2)** largest contracts that you have carried out in the past **three (3)** years, or that are pending. **Please complete this section ONLY if you carry out creative services for clients as per Question 9 a).**

	CONTRACT 1	CONTRACT 2
NAME OF CLIENT:		
NATURE OF WORK, INCLUDING YOUR ROLE:		
DURATION:		
IS IT COMPLETE? PLEASE TICK RELEVANT BOXES:	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If NO, is it overdue? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, is it overdue? <input type="checkbox"/> YES <input type="checkbox"/> NO
INCOME TO YOU:		
TOTAL VALUE OF CONTRACT:		

b) What is your average income per contract? _____

c) What is the highest profile client you have or expect to work for?

6. RISK MANAGEMENT PROCEDURES

13) a) What procedures do you have in place to ensure that any photo, film clip, music or other content used by you does not breach any third party rights? If you have standard written procedures, please attach a copy.

b) Under what circumstances would you refer material to lawyers for checking and which lawyers do you use?

c) When creating content under contract, do you always obtain written client sign-off before it is printed, aired or published?
 YES NO

d) If you are a publisher or author of content, please provide an overview of your editorial procedures and controls:

7. WEBSITE PROCEDURES

14) a) Please provide details of your takedown procedures in the event of a complaint related to third party material:

b) Do you have any facility within your websites where any third party content may be published or otherwise made publicly accessible, e.g. any weblog, online journal, online diary, or online chat room? YES NO

c) Do you subject all third party material to your standard checking procedures (as declared earlier in this application) prior to posting it on your Website? YES NO

If you do not wish to include cyber coverage, please skip Question 15) below and go to Section 10. **CLAIMS DECLARATION.**

8. PRIVACY

15) a) Do you collect or store personally identifiable information (PII)? YES NO
If YES:

b) Please describe type and amount by completing the boxes below:

TYPE	NUMBER OF PEOPLE		
	0-5,000	5,001-25,000	> 25,000
PAYMENT CARD:			
PASSPORT/NATIONAL INSURANCE/OTHER GOVERNMENT ISSUED ID:			
OTHER (please specify): _____			

c) Do you store this PII at all, even if briefly and if so, please describe how you store securely, including whether encrypted? YES NO

d) Do you allow PII to be stored on any mobile devices, such as laptops, tablets or USB sticks? YES NO
If YES, do you have automatic encryption of such data? YES NO
If NO, please state approximately how many devices are likely to have PII on them:

0-25 26-50 51-100 > 100

9. CLAIMS DECLARATION

16) After enquiry, are your management aware of any claim against you, or any matter which may lead to a claim against you, arising out of your business activities? YES NO

This includes:

- a complaint, direct or indirect criticism or dispute whether express or implied about your work, or anything you have supplied (whether justified or not), which you cannot reasonably rectify or remedy;
- a client withholding payment due to you following a complaint or an awareness of a failing or problem with your work, which you cannot reasonably rectify or remedy;

17) After enquiry, are your management aware of any loss from the actual or suspected dishonesty or malice of any employee or self- employed freelancer? YES NO

If YES to any of the above, please provide full details below:

10. COMPLAINTS

If you have any concerns about your policy or you are dissatisfied with the handling of a claim and wish to complain you should, in the first instance, contact the Beazley complaints manager in writing to:

Beazley Group
Plantation Place South
60 Great Tower Street
London EC3R 5AD
T +44 (0)20 7667 0623
beazley.complaints@beazley.com

11. WARRANTY STATEMENT

Important Notice

Prior to the commencement date of any insurance policy, it is your duty to make a fair presentation of the risk to be insured under this policy in accordance with the terms of the Insurance Act 2015.

Declaration

I/We declare that we have made a fair presentation of the risk by disclosing all material circumstances which I/we know or ought to know, or failing that, by giving the Insurer sufficient information to put a prudent insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances.

This declaration is signed by the director or officer responsible for arranging the insurance on behalf of the Applicant.

I confirm that the statements are true, complete and not misleading.

****This Application must be signed by the Board Member, Director, Officer or Senior Manager of the Company.**

SIGNED: _____

DATE: _____

(Authorized Representative)*

(Please Print): _____

TITLE/POSITION: _____

DATA PROTECTION SHORT FORM INFORMATION NOTICE

Your personal information notice

Who we are

We are the insurers identified in the contract of insurance and/or in the certificate of insurance.

The basics

We collect and use relevant information about you to provide you with your insurance cover or the insurance cover that benefits you and to meet our legal obligations.

This information includes details such as your name, address and contact details and any other information that we collect about you in connection with the insurance cover from which you benefit. This information may include more sensitive details such as information about your health and any criminal convictions you may have.

In certain circumstances, we may need your consent to process certain categories of information about you (including sensitive details such as information about your health and any criminal convictions you may have). Where we need your consent, we will ask you for it separately. You do not have to give your consent and you may withdraw your consent at any time. However, if you do not give your consent, or you withdraw your consent, this may affect our ability to provide the insurance cover from which you benefit and may prevent us from providing cover for you or handling your claims.

The way insurance works means that your information may be shared with, and used by, a number of third parties in the insurance sector for example, insurers, agents or brokers, reinsurers, loss adjusters, sub-contractors, regulators, law enforcement agencies, fraud and crime prevention and detection agencies and compulsory insurance databases. We will only disclose your personal information in connection with the insurance cover that we provide and to the extent required or permitted by law.

Other people's details you provide to us

Where you provide us or your agent or broker with details about other people, you must provide this notice to them.

Want more details?

For more information about how we use your personal information please see our full privacy notice(s), which is/are available online on our website(s) or in other formats on request.

Contacting us and your rights

You have rights in relation to the information we hold about you, including the right to access your information. If you wish to exercise your rights, discuss how we use your information or request a copy of our full privacy notice(s), please contact us on DPO@beazley.com or the agent or broker that arranged this insurance.

(LMA9151)
25 April 2018