

PUPILS' PERSONAL EFFECTS INSURANCE

CLAIM FORM

Please fully complete and return this form to Marsh Education Practice, together with any relevant supporting documentation, at the latest by the end of the following term in which the event giving rise to the claim occurred.

NB: Proof of purchase/ownership is required along with replacement estimates/invoices for all items claimed.

Please complete in BLOCK LETTERS

Name of school: _____

Name of parent / guardian:
(as appropriate) _____

Name of pupil: _____

Home Address: _____

Post code: _____ E-mail address: _____

School address: _____

Post code: _____

This section must be fully completed:

Type of Claim: Loss Damage Theft

Where did the loss/damage/
theft occur? _____

Date of loss/damage/theft: _____

Did the loss/damage/theft
occur during term time? Yes No

Please give details of the loss
/damage/theft: _____

To whom was the loss/
damage/theft reported? _____

If article(s) lost/stolen

Were the police informed? Yes No

If "Yes", please advise at which station:

Lost Property Number/ Crime Reference Number:

What step were taken regarding recovery of the article(s):

If Article(s) Damaged:

Please supply estimates for costs of repairs or a letter from a reputable dealer confirming irreparably damaged.

Please note there may be a deduction for depreciation/wear and tear, as per the terms and conditions of the policy. All losses are subject to relevant policy excesses.

N.B. There is no cover for mobile phones and accessories.

Particulars of Claim

Description of lost/damaged/stolen property	Original date of purchase	Original purchase price	Amount claimed	Proof of purchase attached Y/N	If no proof of purchase, please state reason

Please Note:

- In order that claims under this scheme can be dealt with quickly, the underwriters have given Marsh Education Practice authority to assess and settle claims. In this respect only, Marsh is acting as an agent of the underwriters. If this is not acceptable to you, then please indicate by ticking this box
- Settlement can only be made in British Pounds Sterling (£). If we are unable to make payment directly into the account specified, we will issue a cheque made payable to the parent or guardian as shown overleaf at the address provided.
- Your information will be handled in accordance with current Data Protection legislation and our strict internal standards. It may be passed to insurers and others to process your claim. Full details of our Data Protection policy are contained in our Terms of Engagement and other documentation.

Payment Information

The safest and preferred payment method is by BACS; therefore please complete the details below:

Name of the account holder(s):

Account number:

Sort code:

To be completed by the school

(Confirmation that the pupil in question was on cover at the time of the loss)

Name of school:

Name of pupil:

Name of school official:

Signature of school official:

Date:

Declaration

I hereby declare that all the above information is true and complete to the best of my knowledge and belief.

Signature:

Parent /Guardian/Principal or Official acting in loco parentis (please delete as appropriate).

Date:

Please ensure:

You have completed ALL relevant questions on this claim form

You have enclosed all requested information/documentation

This claim form has been signed in all relevant sections.

Failure to do so may result in a delay in handling your claim.

YOUR INFORMATION

To administer the scheme, we need to collect and use personal data about you, such as your name and contact details, which may include special categories of personal data (e.g. about your health). The purposes for which we use personal data may include arranging insurance cover, claims and for crime prevention. More information about our use of personal data is provided in the Marsh Privacy Notice at www.marsh.co.uk/privacy or in hard copy on request by emailing or writing to the Data Protection Officer, Marsh Ltd, Tower Place, London EC3R 5BU or dataprotection@marsh.com.

In administering the scheme, we may share personal data you provide with third parties such as insurers, reinsurers, loss adjusters, subcontractors, our affiliates and to certain regulatory bodies who may require your information themselves for the purposes described in the Marsh Privacy Notice.

Depending on the circumstances, our use of personal data may involve a transfer of data to countries outside the UK and the European Economic Area that have less robust data protection laws. Any such transfer will be done with appropriate safeguards in place.

Any third party whose personal data we use may withdraw any such consent at any time but if consent is withdrawn then we may be unable to continue to provide services in relation to the scheme to them (and possibly you), and this may mean that we are unable to process enquiries or claims or that the relevant insurance cover will stop.

By signing and returning this form, you consent to our processing your sensitive personal data for the above purposes.

Signed:

Date:



Chartered

The information contained herein is based on sources we believe reliable and should be understood to be general risk management and insurance information only. The information is not intended to be taken as advice with respect to any individual situation and cannot be relied upon as such.

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