

## CONTRACTORS PLANT AND MACHINERY

### PROPOSAL FORM AND QUESTIONNAIRE

---

#### PRIVACY NOTICE

##### INTRODUCTION:

Thank you for choosing **Galloways**. **Galloways** ("we", "us" or "our"), as data controller, respects your privacy and is committed to protecting your personal data and the personal data of third parties that you provide to us.

This Privacy Notice is a summary of our Privacy Policy and describes how we collect, use, disclose, transfer, store or otherwise process your personal data, and tells you about your privacy rights and how the law protects you.

Personal data means any information relating to you as an identified or identifiable natural person. In order for us to provide the services you have requested from us, it is necessary that we collect and process personal data from you.

---

#### THE TYPES OF PERSONAL DATA THAT WE COLLECT

We may collect, use, store, transfer or otherwise process personal data about you or persons connected to you, including:

- Identification information (e.g. full name, national identity card number or passport number, KRA PIN, nationality, gender).
- Contact information (e.g. email address, telephone number, postal address).
- Information relevant to your insurance policy or claim (including, where applicable, health data).

If you provide information about another person, please ensure that they are aware and consent to it.

---

#### HOW DO WE COLLECT YOUR PERSONAL DATA?

- Directly from you (applications, enquiries, online platforms, feedback, customer service).
  - From third parties (employers, brokers, government agencies, hospitals, or publicly available registries).
- 

#### HOW WE USE YOUR PERSONAL DATA

We use your personal data to provide you with our insurance services. The lawful bases include:

- **Performance of contract** – providing quotes, underwriting risks, processing claims.
- **Legal and regulatory obligations** – compliance with laws such as KYC and tax obligations.
- **Consent** – e.g. for processing child data, sensitive personal data outside Kenya, or marketing.
- **Legitimate interests** – prevention and detection of fraud, business improvement.

If you do not provide required data, we may not be able to provide the product or service.

---

#### WHO DO WE SHARE YOUR DATA WITH?

We may share your personal data with:

- Affiliates, regulators, public authorities.
- Service providers (IT, fraud monitoring, marketing, customer services).

We take adequate measures to protect your personal data, including agreements with recipients.

---

#### DATA SECURITY AND RETENTION

We have appropriate technical and organizational security measures in place. Data will only be retained as long as necessary to meet legal, contractual, and business obligations.

---

## YOUR LEGAL RIGHTS

You have the right to:

- Be informed of how your data is used.
  - Request access to your data.
  - Request correction or deletion.
  - Object to processing.
- 

## CONTACTING US

If you have any concerns about the use of your personal data, questions about this Privacy Notice, or requests to exercise your rights, please contact **Galloways** at:

- **Email address:** \_\_\_\_\_
  - **Postal address:** \_\_\_\_\_
  - **Physical address:** \_\_\_\_\_
  - **Telephone number:** \_\_\_\_\_
- 

## PROPOSAL FORM DETAILS

### 1. PROPOSER

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_

### 2. INSURANCE

- On annual basis ☐ For (specify period) \_\_\_\_\_
- Commencement date: \_\_\_\_\_
- Duration (months/years): \_\_\_\_\_
- Time: \_\_\_\_\_
- Geographical scope of cover: \_\_\_\_\_
- Period of insurance to expire at the same date and time next year.

### 3. Previous CPM Insurance

- Have there been any previous CPM insurance policies? ☐ Yes ☐ No  
If yes, which item(s) of the specification and by what companies? \_\_\_\_\_

### 4. Hired Plant and Machinery

- Have the plant and machinery to be insured been partly or totally hired? ☐ Yes ☐ No  
If yes, specify owner's name and address: \_\_\_\_\_

### 5. Exposure to Hazards

Are the plant and machinery highly exposed to any of the following hazards?

|                                       |             |                     |
|---------------------------------------|-------------|---------------------|
| <input type="checkbox"/>              | Fire,       | explosion           |
| <input type="checkbox"/>              | Earthquake, | tsunami             |
| <input type="checkbox"/>              | Employment  | underground         |
| <input type="checkbox"/>              | Storm,      | cyclone             |
| <input type="checkbox"/>              | Flood,      | inundation          |
| <input type="checkbox"/>              | Employment  | in mountain terrain |
| <input type="checkbox"/>              |             | Landslide           |
| <input type="checkbox"/>              |             | Blasting            |
| <input type="checkbox"/> Other: _____ |             |                     |

Do you wish the cover to include extra charges for overtime, night work, or work on public holidays?  
☐ Yes ☐ No  
 Limit of indemnity for such extra charges: \_\_\_\_\_

Do you wish to include inland transport? ☐ Yes ☐ No  
If yes, please specify: \_\_\_\_\_  
Maximum value transported by one means of transport: \_\_\_\_\_

We would like to use your details to provide you with information about insurance products, services, and special offers from **Galloways**.

☐ I consent

☐ I do not consent

We hereby declare that the statements made in this Questionnaire and Proposal are, to the best of our knowledge and belief, complete and true. We agree that this Questionnaire and Proposal form the basis of any policy issued in connection with the above risk(s).

It is agreed that **Galloways** shall be liable only in accordance with the terms of the policy.

Executed \_\_\_\_\_ at: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

| Item No. | Description of items (full and exact description of plant/machinery) | Year of manufacture | High exposure to hazards (specify) | Replacement value (current cost incl. freight, duties, erection) | Name of manufacturer | Type and serial number | Output |
|----------|--|---------------------|------------------------------------|--|----------------------|------------------------|--------|
| 1        |  |                     |                                    |  |                      |                        |        |
| 2        |  |                     |                                    |  |                      |                        |        |
| 3        |  |                     |                                    |  |                      |                        |        |