















	Insurance Claims	Is the data collected direct from the citizen?	Is the data about the citizen collected from a third party?
Why we collect information about you?	Because you have submitted an insurance claim against Gloucester City Council, for example because you may have suffered a personal injury or the loss of or damage to your property.		
What is the legal basis for us collecting your information?	Consent		
What information do we collect about you?	Name, address, telephone number, date of birth, details of incident		
Who do we share the information with?	Our insurance company, Zurich Municipal, who will investigate the claim and establish whether Gloucester City Council is liable for any damages. In some instances, we may share your information with outside agencies and neighbouring authorities. This is because we have a responsibility to our Council Tax payers to ensure all claims are legitimate, so as part of our anti-fraud system we may need to information share with these organisations to assist in the detection and appropriate taking of action against fraudulent claimants.		
Is any information transferred to or stored in servers based outside the European Economic Area?	No		
How long do we keep your information?	Liability claims: 3 years from settlement date Liability claims involving minors: 3 years from subjects 18 th birthday Property claims: 6 years from settlement date Any claims over £25,000 are retained indefinitely		
Who do we collect information from?	Yourself, or from a Solicitor if you have appointed one to act on your behalf.		
What are the consequences if we don't collect the data?	We would not be able to provide our insurers with sufficient enough information so any claim you were intending to make would not be assessed.		
Are any decision about you made by automatic means?	No	