

Church Insurance Ireland

POLICY DOCUMENT



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 ecclesiastical

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Introduction

Policy information

The policy is divided into a number of sections. Your schedule will show you which sections are in force and for how much you are insured.

Please read the policy and schedule carefully. If you have any queries or wish to change your cover, contact us immediately.

If your needs change, tell us. We will send you an updated schedule whenever the cover is changed and at each annual renewal date. Please retain the latest schedule with your policy booklet, together with any special notices we send you about the policy.

Data Privacy Notice

Your privacy is important to us. We will process your personal data in accordance with data protection laws.

Ecclesiastical Insurance Office plc ("**we**", "**us**", "**our**") is the data controller in respect of any personal data which you provide to us or which we hold about you and any personal data which is processed in connection with the services we provide to you.

Where you provide us with personal data about a person other than yourself (such as a dependant or named person under a policy), you must inform them that you are providing their personal data to us and refer them to this notice.

To provide our insurance related services, we will collect and process your personal data such as your name, contact details, financial information and any information which is relevant to the insurance policy we are providing. In order to provide your insurance policy or when making a claim, we may also need to collect or process 'special categories of personal data' such as information relating to your health. We may also collect and process information which is likely to reveal your religious beliefs where you have manifestly made that information public or by communicating with us using a title or honorific

which indicates a religious belief. We may also collect data relating to any previous unspent criminal convictions that you may have where that data is necessary to facilitate the provision of insurance services in connection with you, or related activities.

We process your personal data and your special category personal data relating to health and religious affiliation for the purposes of offering and carrying out insurance related services to you or to an organisation or other persons which you represent. Your personal data is also used for business purposes such as fraud prevention, business management, systems development and carrying out statistical and strategic analysis.

Providing our services will involve sharing your personal data with, and obtaining information about you from, our group companies and third parties such as brokers, loss adjusters, credit reference agencies, fraud prevention agencies, our service providers and professional advisors or business partners and our regulators.

In some circumstances we may transfer your personal data to countries outside of the European Economic Area. We will put appropriate safeguards in place to ensure that your personal data is protected.

Where we have your consent, we may market our services to you or provide your personal data to our related companies or business partners for marketing purposes. You can opt out of marketing communications at any time by contacting us.

Fraud Prevention

We need to carry out fraud and anti-money laundering checks, and this will involve sharing your personal data (such as your name, contact details and financial information) with credit reference and fraud prevention organisations. If you make a claim, we will share your information (where necessary) with other companies to prevent fraud. For the purposes of deciding whether to accept and pay a claim or any part of it, we may appoint loss adjusters or external investigation services to act on our behalf.

We may also use information from other sources such as the Companies Registration Office, Financial Credit Agencies and Insurance Link (a central claims database for the insurance industry) to obtain additional details and to independently verify information you have provided to us. You can find more information about Insurance Link at www.inslink.ie.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information.

Please note that when carrying out any fraud prevention activities, we may need to process your special categories of data such as criminal offence information and share it with fraud prevention agencies.

Further Information

For further information on how your personal data is used and your rights in relation to your personal data please refer to our Privacy Policy at www.ecclesiastical.ie/privacy-policy or contact our Compliance Associate, by post at Ecclesiastical Insurance Office Plc, 2nd Floor, Block F2, EastPoint, Dublin 3, D03 T6P8, or by telephone on **(01) 619 0300** or by email at compliance@ecclesiastical.com.

Fund-raising events and special activities

Your policy is designed to include all the common mainstream activities of a church and church hall such as jumble sales, bazaars and flower festivals. However, please tell us in advance if you are considering any activities of a potentially hazardous nature such as clay pigeon shoots, fireworks displays, bouncy castles, rock climbing or abseiling. We will then confirm the insurance position, particularly in relation to public liability issues.

Detailed advice about events and hiring agreements can be found in our guidance notes and fact sheets which are available from your Insurance Consultant and Surveyor or on our website: www.ecclesiastical.ie

Useful information and telephone numbers

For claims other than legal expenses claims

If you wish to report a new claim or discuss an existing claim during office hours (Monday to Friday 9am to 5pm) please call

01 619 0300

You can also email us at:

ireland_claims@ecclesiastical.com

To report a new claim outside of business hours please call:

1890 252 877

For legal expenses claims

If you wish to report a new legal expenses claim or discuss an existing claim please call

ARAG Legal Protection Limited

01 670 7470

Other enquiries

Monday to Friday 9am to 5pm

01 619 0300

Email ireland@ecclesiastical.com

You may wish to note the details of the Insurance Consultant and Surveyor (or other person) that you normally speak to in our organisation

Name

Telephone

For a wealth of information on our products and services why not visit our website at:

www.ecclesiastical.ie

Church Insurance policy

Preamble

The Ecclesiastical Insurance Office plc (the Company) and the Insured named in the schedule agree the following.

- 1** The Insured will pay the premium.
- 2** The Company will, subject to the terms and conditions of this policy, provide insurance under the sections specified in the schedule during the period of insurance or any subsequent period for which the Company shall accept the renewal premium.
- 3** The policy and the schedule must be read together and any word or phrase which has been explained in this policy will have that meaning wherever it appears.
- 4** This policy shall be governed by and construed in accordance with the law of the Republic of Ireland.

Insurance Act 1936

All moneys which become payable by the Company under the policy shall in accordance with Section 93 of the Insurance Act 1936 be payable and paid in the Republic of Ireland.

Stamp Duty

The appropriate stamp duty has been or will be paid to the Revenue Commissioners in accordance with the Stamp Duties Consolidation Act 1999, Schedule 1.

Helpline services

In the event of a problem, you can obtain help from any of the following helpline services.

Please make sure that you are able to give your policy number shown on your policy schedule.

The following are provided by ARAG Legal Protection Limited (ARAG).

To help them check and improve their services all calls (except those relating to counselling) may be recorded.

ARAG will not accept responsibility if the Helpline services fail for reasons they cannot control.

Please note that charges for Lo-call numbers may vary if you call from a mobile phone

Eurolaw commercial legal advice

1850 670 747

ARAG can provide confidential legal advice over the phone on any commercial legal problem affecting you, under the laws of the Republic of Ireland, any European Union country, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Switzerland and Norway. Wherever possible the commercial legal advice helpline aims to provide immediate advice from a qualified legal advisor. However if this is not possible they will arrange a call back at a time to suit you.

Legal advisors can provide advice on the laws of the Republic of Ireland 24 hours a day, 7 days a week, 365 days a year. Where advice is sought in an area of law beyond this jurisdiction or in respect of very specialist matters, ARAG will refer you to specialist advisors. This will include European law and certain areas of law for Scotland and Northern Ireland.

Specialist advice is provided 9am – 5pm, Monday to Friday, excluding public and bank holidays. If calls are made outside these times, ARAG will call you back.

Counselling

1850 670 407

This helpline is available 24 hours a day, 365 days a year.

ARAG can provide all your employees (including any member of their immediate family who permanently live with them) with a confidential counselling service over the telephone if they are aged 18 years or over (or aged between 16 and 18 and in full-time employment), including where appropriate, onward referral to relevant voluntary and/or professional services. Any costs arising from the use of these referral services will not be paid by ARAG.

Health and medical information services

1890 254 164

Health and medical information is provided by qualified nurses 9am-5pm, Monday to Friday, excluding public and bank holidays. If you call outside these times, a message will be taken and a return call arranged within the operating hours.

ARAG will give an insured person information over the phone on health and fitness and non-diagnostic advice on medical matters. Advice can be given on allergies, the side effects of drugs and how to improve general fitness.

Information services

Provided by ARAG Legal Protection Limited (ARAG).

Employment manual

The ARAG Employment manual provides up to date guidance on employment law.

To view the Employment manual please visit the ARAG website at **www.arag.ie**

You can print any part of this document for your own use.

General definitions

Each time any of the following words or phrases appear in this booklet in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below unless more specifically defined under each individual policy section.

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Authorised clergy

means any ordained minister.

Authorised volunteers

means voluntary workers acting under **your** authority whilst engaged in **your** business or authorised activities.

Buildings

means the building built of brick, stone or concrete and roofed with slates, tiles, concrete, metal or slabs composed of incombustible mineral ingredients unless otherwise stated.

Buildings include:

- (a) all stone and timber fixtures such as reredoses, lecterns, fonts, pulpits, screens, panelling, pews, stalls, chantries and mosaics;
- (b) all metal screens, railings, grilles, gratings and gates;
- (c) windows of plain, coloured, stained, painted or engraved glass;
- (d) fixtures and fittings, heating and lighting installations, fixed aerials and satellite dishes, chancel (so far as it is **your** responsibility) boundary walls, fences, footbridges, gates, notice boards, lych-gates, paths, car parks, drives, paved and other hardstanding areas, tool sheds, outbuildings, annexes and gangways;
- (e) up to €40,000 for each bust, effigy, tomb, monument, memorial and shrine within the building;
- (f) organs including the casework, rectifiers and humidification equipment;
- (g) bells, clocks and carillons including frame and fittings;

all belonging to **you** or for which **you** are responsible.

Church committee

means where applicable the Select Vestry, Hall Committee, Church Committee and Trustees.

Communion plate

means communion plate, crosses, candlesticks, vases, alms dishes, altar cloths, frontals and eucharistical vestments belonging to **you** or for which **you** have accepted responsibility.

Company/we/our/us

means Ecclesiastical Insurance Office plc.

Condition precedent to liability

means a condition of this policy where non-compliance (provided that such non-compliance is material to the loss) shall mean that the claim will not be paid and any payment on account of the claim already made by **us** shall be repaid to **us**.

Contents

means contents including musical instruments (other than organs) **communion plate**, vestments, furniture, furnishings, consumable stock, and all other contents all belonging to **you** or for which **you** have accepted responsibility and situated within the **buildings**.

Contents does not include:

- (i) money, credit or debit cards;
- (ii) motor vehicles licensed for road use and their accessories, caravans, trailers, watercraft or aircraft;
- (iii) wearing apparel and personal effects;
- (iv) living creatures, trees, shrubs, plants or other vegetation;
- (v) any items specifically itemised or more specifically insured.

Damage

means physical loss, destruction or damage.

Excess

means the first part of any one claim borne by **you** as shown in the schedule.

Geographical limits

means Republic of Ireland, Northern Ireland, England, Scotland, Wales, the Channel Islands and the Isle of Man.

Insured /you/your

means the body of persons named as Insured in the schedule.

Insured property

means the insured property described in the schedule.

Money

means current notes and coins, cheques (other than pre-signed blank cheques whether crossed or uncrossed) postal orders, money orders, securities for money, crossed bankers drafts, unused postage stamps, travellers cheques, Premium Bonds, credit and debit card sales vouchers, Value Added Tax purchase vouchers, gift tokens and unused credit on postal franking machines.

Personal effects

means personal items worn, used or carried about the person including pedal cycles and sports equipment.

Personal effects does not include:

- (i) money;
- (ii) bankers cards;
- (iii) credit and debit cards and any effects otherwise insured.

Premises

means the premises shown in the schedule.

Terrorism

means an act including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) of persons whether acting alone or on behalf of or in connection with any organisation(s) or government(s) committed for political, religious, ideological, ethnic or similar purposes or reasons including the intention to influence any government and/or to put the public or any section of the public in fear.

General exclusions

This policy does not cover

1 Property insured elsewhere

Property more specifically insured under another policy.

2 Radioactive contamination

Loss, damage, liability or expense directly or indirectly caused by or contributed to by or arising from:

- (a) ionising radiation from or contamination by radioactivity from any nuclear fuel or from any nuclear waste or from the combustion of nuclear fuel;
- (b) the radioactive, toxic, explosive or other hazardous or contaminating properties of any nuclear installation, reactor or other nuclear assembly or nuclear component thereof;
- (c) any weapon or device employing atomic or nuclear fission and/or fusion or other like reaction or radioactive force or matter;
- (d) the radioactive, toxic, explosive or other hazardous or contaminating properties of any radioactive matter;
Part (d) does not extend to radioactive isotopes other than nuclear fuel or nuclear waste when such isotopes are on the property insured and are being prepared, stored or used in the normal course of operations by **you** for the commercial, agricultural, medical, scientific or other similar peaceful purposes for which they were intended.
- (e) any chemical, biological, bio-chemical or electromagnetic weapon.

However this exclusion does not apply to losses arising from naturally occurring radioactive gases released from the earth such as Radon.

This exclusion does not apply to the Personal accident section.

3 War risks

Any contingency liability or **damage** occasioned by or happening through war, invasion, act of foreign enemy hostilities or war like operations (whether war be declared or not) civil commotion assuming proportions of or amounting to a popular rising, civil war, military rising, mutiny, rebellion, revolution, insurrection, military or usurped power or martial law.

4 Sonic bangs

Damage directly occasioned by pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds.

5 Electronic risks

Applicable to all sections except Liabilities, Legal expenses and Personal accident:

- (a) **Damage** to any computer or other equipment or component or system or item which processes, stores, transmits, retrieves or receives data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) and whether **your** property or not where such **damage** is caused by **virus or similar mechanism** or **hacking** or **denial of service attack**;
- (b) Consequential loss directly or indirectly caused by or arising from **virus or similar mechanism** or **hacking** or **denial of service attack**.

Definitions specific to exclusion 5

Denial of service attack(s)

means any actions or instructions constructed or generated with the ability to damage, interfere with or otherwise affect the availability of networks, network services, network connectivity or information systems. This includes but is not limited to the generation of excess traffic into network

addresses, the exploitation of system or network weaknesses and the generation of excess or non-genuine traffic between and amongst networks.

Hacking

means unauthorised access to any computer or other equipment or component or system or item which processes, stores, transmits, retrieves or receives data whether **your** property or not.

Virus or similar mechanism

means program code, programming instruction or any set of instructions intentionally constructed with the ability to damage, interfere with or otherwise adversely affect computer programs, data files or operations, whether involving self-replication or not. This includes but is not limited to Trojan horses, worms and logic bombs.

6 Date recognition

Any consequential or other loss, costs and expenses and any legal liability, accidental bodily injury or loss, destruction or damage to property directly or indirectly caused by or contributed to, by or consisting of or in any way relating to or connected with the failure or possible failure of any **computer**:

- (a) correctly to recognise any date as its true calendar date;
- (b) to capture, save or retain and/or correctly to manipulate, interpret or process any data or information or command or instruction as a result of treating any date otherwise than its true calendar date;
- (c) to capture, save, retain or correctly process any data as a result of the operation of any command which has been programmed into any **computer** being a command which causes the loss of data or the inability to capture, save, retain or correctly to process such data on or after any date;

but this shall not exclude subsequent **damage** or consequential loss not otherwise excluded which itself results from a **defined peril**.

Definitions specific to exclusion 6

Computer

means computer or other equipment, media or system (or any part of them) for processing, storing or retrieving data to include without limitation any microchip, integrated circuit or similar device or any computer software.

Defined peril

means any of the insured events specified in any section(s) of this policy insuring property excepting:

- (a) accidental **damage**; and
- (b) causes excluded from these insured events.

Exclusion 6 does not apply to Section 8 – Personal accident.

7 Terrorism

Any claim directly or indirectly caused by, resulting from or in connection with **terrorism**, regardless of any other contributory cause.

This insurance also excludes any claim directly or indirectly caused by, resulting from or in connection with any action taken in controlling, preventing, suppressing or in any way relating to **terrorism**.

If **we** allege that by reason of this exclusion any claim is not covered by this policy, the burden of proving the contrary shall be upon **you**.

8 Infectious and communicable diseases

Definition specific to this exclusion

Infectious or communicable disease

means any disease pandemic or epidemic including but not limited to any virus bacterium parasite other organism or infectious matter any mutation or variation to any of the above whether living or dead natural or artificial officially declared an epidemic or pandemic or not transmitted by any direct or indirect means (whether asymptomatic or not)

This policy does not cover loss damage liability cost expense or any other sum of whatsoever nature directly or indirectly caused by resulting from arising out of or related to or contributed to by

- (a) any **infectious or communicable disease** including but not limited to
- (i) the fear of a threat (whether actual or perceived) from an **infectious or communicable disease**
 - (ii) contamination or fear of contamination (whether actual or perceived) of property by an **infectious or communicable disease**

but this shall not exclude direct physical loss or physical damage to insured property at the **premises** occurring during the **period of insurance** resulting directly or indirectly from or caused by a peril otherwise insured by this policy

- (b) any action taken or failure to take action to prevent control or respond to any **infectious or communicable disease**

Provided that

- (a) this exclusion applies regardless of any concurrent or contributory cause or event or occurrence in any sequence with any other cause or event
- (b) in the event of any conflict between this exclusion and any other provision of this policy this exclusion shall always apply and take precedence over any such other provision
- (c) where **we** apply this exclusion the burden of proving the contrary rests with the **insured**
- (d) this exclusion applies to all cover sections of this policy except those covers (where available and insured by this policy) noted below
 - (i) Employers' liability
 - (ii) Public liability
 - (iii) Personal accident
 - (iv) Legal expenses

General conditions

1 Misrepresentation

You must ensure that **you** answer all questions asked by **us** honestly and with reasonable care

If **you** fraudulently give **us** incorrect information **we** may void the policy and retain any premiums paid

If **you** negligently give **us** incorrect information **we** may

- (a) void the policy and refund to you any premium paid if **we** would not have entered into this policy on any terms had correct information been given
- (b) proportionately reduce the amount to be paid on any claim if **we** would have entered into this policy on the same terms but for a higher premium
The reduction in claim payment will represent the percentage difference between the premium **you** have paid and the premium **we** would have charged **you** had the correct information been given
- (c) impose additional terms on this policy if **we** would have entered into this policy on such additional terms but at the same premium had the correct information been given
We may apply these additional terms to **your** policy with effect from inception

2 Your duty of care

It is a **condition precedent to liability** that you shall take all reasonable steps to protect and maintain the property, prevent **damage** or injury and comply with laws, by-laws or regulations.

3 Unused premises

When the **premises** becomes unused it is a **condition precedent to liability** that **you** give **us** notice as soon as possible but in any event within 30 days of the **premises** becoming unused, untenanted or vacant.

Upon the **premises** becoming unused, untenanted or vacant **we** shall be entitled to cancel the policy or impose special terms or charge an additional premium.

*Note 1: for the purposes of this condition a **premises** is unused when use ceases either on a temporary or a permanent basis.*

*Note 2: see the memorandum on page 17 regarding unused **premises**.*

4 Alteration of risk

If after the start of this insurance there is a change to the property insured which materially increases the risk of **damage** accident or liability **you** must tell **us** as soon as is reasonably possible

This includes

- (a) a change in use of the **premises**
- (b) the **premises** undergoing major structural alteration or major repair (that does not include where workmen are allowed on the **premises** to carry out minor repairs alterations or general maintenance not involving external scaffolding)

We will then be entitled to cancel the policy from the date of the alteration or impose special terms or charge an additional premium

Additional requirements apply under the 'Unused premises' policy condition

5 Multiple insurance

Sections 1 – 3

If at the time any claim arises under this policy there is any other insurance in force covering the same **damage**, **we** shall not be liable for more than **our** proportionate share.

If such other insurance is subject to any condition of underinsurance this policy shall also be subject to that condition of underinsurance.

Sections 4 – 7

If the insurance provided by these sections is also covered by another policy (or would but for the existence of these sections) **we** will only indemnify **you** in respect of any additional amount beyond such other insurance had these sections not been effected.

Section 8

Irrespective of the number of policies issued by **us** which provide cover to an insured person **we** shall not pay personal accident benefits under more than one policy for any one occurrence. The policy which provides the greatest benefit shall apply.

6 Fraudulent claims

If a claim made by **you** or anyone acting on **your** behalf or any other person claiming to obtain benefit under this policy is fraudulent or exaggerated whether ultimately material or not or if any **damage** is caused by **your** wilful act or with **your** connivance **we** may at **our** option

- (a) repudiate the claim
- (b) recover any payments already made by **us** in respect of the claim
- (c) cancel the policy from the date of the fraudulent act

If **we** cancel the policy **we** will notify **you** in writing by Registered post to **your** last known address

7 Arbitration

If any difference shall arise under this policy such difference shall be referred to an Arbitrator to be appointed by the parties in accordance with the statutory provisions in force at the time.

Where any difference is by this condition to be referred to arbitration the making of an award shall be a condition precedent to any right of action against **us**.

Claims not referred to arbitration within 12 calendar months from the date of disclaimer of liability shall be deemed to have been abandoned.

8 Cancellation

(a) Your right to cancel in the cooling-off period

You have 14 working days from receiving the policy to write to the sender confirming that **you** do not wish to continue

No charge will be made and any premium **you** have already paid will be refunded

(b) Your right to cancel after the cooling-off period

If **you** do not cancel the policy within the 14 day cooling-off period mentioned above the policy is in force and **you** are committed to pay the premium

However **you** can still cancel the policy providing **you** give **us** notice in writing

As long as **you** have not made a claim **you** will receive a refund of the part of **your** premium which covers the cancelled period providing this exceeds €30

If **you** have made a claim then the full annual premium is due

(c) Our right to cancel**(1) Non-payment of premium****(i) If you do not pay your premium by instalments**

Unless otherwise agreed with **us we** will not provide cover under this policy unless **you** pay the premium by the due date

If **you** do not pay the premium by the due date **we** will send notice of the outstanding premium to **you** and give **you** a further period of at least 14 working days from the due date in which to pay the outstanding amount

If payment is still not received in the timescale **we** have advised the policy is cancelled from the outset

(ii) If you pay your premium by instalments

Unless otherwise agreed with **us we** will not provide cover under this policy unless **you** pay the first instalment of premium when requested

If the first instalment of premium is not received the policy is cancelled from the outset

If **you** pay the first instalment of premium but default on any subsequent instalments **we** may cancel the policy with effect from the date the first outstanding instalment was due by notifying **you** in writing

If **your** instalment plan is provided by **us we** will send notice of any outstanding instalment to **you** and advise the date when we will re-

present **our** payment request to the bank

This will not be less than 14 days from the date on which **our** payment request was originally presented

We will not cancel the policy for failure to pay the premium or any instalment of premium if such failure is due to error on **our** part or on the part of **your** insurance intermediary bank or building society

(2) Other cancellation rights

In addition to **our** rights under

- (i) Non-payment of premium above and
- (ii) Misrepresentation and misdescription Alteration of risk and Fraudulent claims conditions

we have the right to cancel **your** policy at any time by giving **you** at least 14 working days' notice in writing sent by Registered post to **your** last known address where **we** have a valid reason for doing so

Our cancellation letter will set out the reason why **we** are cancelling **your** policy

Valid reasons for cancelling **your** policy may include but are not limited to

- (a) circumstances which are outside **our** reasonable control for example
 - where the law requires that **we** cancel **your** policy
 - where the continuation of **your** policy would result in **us** breaching any applicable law or regulation that applies to **your** policy

- (b) **you** receiving a criminal conviction which results in a custodial sentence

If **we** cancel **your** policy for a valid reason in accordance with **our** rights under (2) above and **you** do not pay **your** premium by instalments **we** will refund the part of **your** premium which relates to the period remaining under **your** policy which has been cancelled by **us**

9 Changes to premium

If **you** make a change in the policy cover and this results in a charge or a refund for the period up to the renewal date of the policy then such charge or refund will only be made by **us** if it exceeds €30.

Claims conditions

What you must do

On the happening of any event which may give rise to a claim it is a **condition precedent to liability** that you shall do the following.

1 General – all sections except Legal expenses

- (a) Tell **us** as soon as reasonably possible and give **us** all the assistance **we** may reasonably require.
- (b) Inform the Gardaí immediately if the **damage** is caused by thieves, malicious persons or vandals or by riot, civil commotion, strikes or labour disturbances.
- (c) Supply at **your** expense full details of the claim in writing including any supporting evidence and information that **we** require within the following periods.
 - (i) Seven days for **damage** by riot, civil commotion, strikes or labour disturbances.
 - (ii) 30 days after the expiry of the indemnity period for claims under Section 3 – Loss of income.
 - (iii) 30 days after any other **damage** or injury.
- (d) Take all practicable steps to recover property lost and otherwise minimise the claim.
- (e) At **our** request and at **our** expense do or allow to be done everything reasonably required by **us** for the purpose of making any recoveries from other parties (whom **we** would be entitled to pursue upon settlement of **your** claim) whether such action is necessary before or after **we** pay **your** claim under the policy.

2 Liabilities section

- (a) Not make or allow to be made on **your** behalf any admission, offer, promise, payment or indemnity without **our** written consent.
- (b) Forward to **us** every letter, claim, writ, summons and process immediately upon receipt without acknowledgement and advise **us** in writing immediately **you** have any knowledge of any impending prosecution, inquest or fatal injury enquiry in connection with that event.

3 Legal expenses section

As described in the Legal expenses section on page 86 of this document.

4 Personal accident section

Arrange for the insured person to undergo a medical examination by the **Company's** medical practitioner as often as required at **our** expense.

Our rights

5 General – all sections except Legal expenses

- (a) **We** have the right to enter any building where **damage** has occurred to deal with **your** claim and to temporarily take for safe keeping any of the property insured and to deal with salvage in a reasonable manner. **We** have the right to the salvage of any insured property which is the subject of a claim.
- (b) **We** are entitled to take the benefit of **your** rights against another person and **we** are entitled to take over the defence or settlement of a claim against **you** by another person.

6 Personal accident section

In the event of the death of any insured person **we** shall be entitled to have a post-mortem at **our** expense.

7 Legal expenses section

As described in the Legal expenses section on page 86 of this document.

Protection conditions

Escort condition

It is a **condition precedent to liability** that money in transit in excess of the stated amounts shown below shall be accompanied by at least the stated number of escorts, being responsible able-bodied adults.

Amount	Number of escorts
€4,000	2
€7,000	3
€10,000	4

Amounts in excess of €12,500 are to be carried by a professional security company.

The schedule will show if any of the following conditions are in force.

Fire alarm condition

It is a **condition precedent to liability** that when a fire alarm system is installed at the **premises**:

- (1) the system shall be installed in accordance with the specification agreed in writing by **us** and no alteration or variation of the system or any structural alteration to the **premises** which would affect the system shall be made without **our** written consent;
- (2) the system shall be maintained in full and efficient working order at all times and be serviced under a maintenance contract approved by **us** and immediate notice of any apparent defect in the fire alarm system or its signalling shall be given to the maintenance contractor.

Security condition

Applicable to all protective devices other than intruder alarms.

It is a **condition precedent to liability** that all protective devices including locks and bolts fitted to the **premises** be brought into use whenever the **premises** are not attended by **you** or by any other person authorised by **you** to be responsible for the security of the **premises**.

Intruder alarm condition

It is a **condition precedent to liability** that when an intruder alarm system is installed at the **premises**:

- (1) the **intruder alarm system** shall be installed in accordance with the specification agreed in writing by **us** and no alteration or variation of the system or any structural alteration to the **premises** which would affect the system shall be made without **our** written consent;
- (2) the **intruder alarm system** shall be maintained in full and efficient working order at all times and be serviced under a maintenance contract approved by **us** and immediate notice of any apparent defect in the **intruder alarm system** shall be given to the maintenance contractor;
- (3) the **intruder alarm system** shall be tested and set whenever the alarmed portion of the **premises** is not attended by **you** or any person authorised by **you** to be responsible for the security of the **premises** provided that any detection devices and their circuits connected for continuous protection shall be fully operative at all times;
- (4) all keys including duplicate keys and notes of combination locks, electronic pass codes, letters and numbers relative to the **intruder alarm system** shall be removed from the **premises** whenever they are left unattended;
- (5) **you** must tell **us** immediately of any notice from the Gardaí or a security organisation that **intruder alarm system** signals may be or will be disregarded;

- (6) **you** shall appoint at least two **keyholders** and lodge written details (which must be kept up-to-date) with the alarm company and Gardaí;
- (7) in the event of notification of any activation of the **intruder alarm system** or interruption of any of the means of communication during any period that the **intruder alarm system** is set a **keyholder** shall attend the **premises** within 20 minutes.

Definitions specific to intruder alarm condition

Intruder alarm system

means the component parts including the means of communication used to transmit signals.

Keyholder(s)

means **you** or any person or keyholding company authorised by **you** who is available at all times to accept notification of faults or alarm signals relating to the **intruder alarm system** and attend and allow access to the **premises**.

Protection of windows condition

It is a **condition precedent to liability** that external windows containing stained glass, grisaille, figured glass or etched glass are externally protected by polycarbonate sheeting or stainless steel grilles which entirely cover the windows.

Memorandum

Unused premises

*Note: for the purposes of this extension a **premises** is unused when use ceases either on a temporary or a permanent basis.*

Notwithstanding General condition 3 if the **premises** becomes unused, untenanted or vacant **we** will continue to insure it for a period of 60 days (or until **we** advise **you** of **our** decision made in accordance with General condition 3 of the policy).

Provided that:

- (a) all locks, bolts and other protective devices are put into operation;
and
- (b) the **premises** is inspected externally and internally by a responsible person at least once a week;
and

- (c) **you** comply with General condition 2 of this policy and advise us within 30 days of the **premises** becoming unused, untenanted or vacant. If **you** do not **we** will be entitled to exercise **our** rights under General condition 2 of the policy and **we** may void the policy.

Restrictions in cover

Unless **we** advise **you** otherwise, if the **premises** has been unused, untenanted or vacant for more than 60 days, cover in respect of escape of water, burst pipes, riot, malicious persons, theft or attempted theft and glass, sanitary fixtures and signs is excluded. **You** must continue to comply with provisos (a) and (b).

1 Property damage

The schedule will show if this section applies and the cover in force.

What is covered

If during the period of insurance the **insured property** suffers **damage** caused by any insured event 1 to 17 shown as insured in the schedule **we** will pay in accordance with the Basis of settlement shown on page 23.

What is not covered

Exclusions (i) to (v) below are general exclusions applying to any claim made under the Property damage section.

- (i) The amount of any **excess** shown in **your** schedule.
- (ii) **Damage** arising from or consisting of subsidence, heave or landslip other than to the buildings of parochial residences.
- (iii) **Damage** arising from or consisting of wet or dry rot.
- (iv) **Damage** caused by pollution or contamination but this shall not exclude **damage** to the property insured caused by:
 - (a) pollution or contamination which itself results from any insured event;
 - (b) any insured event which itself results from pollution or contamination.
- (v) Moveable property in the open except as specifically provided for by any extension to this section.

Insured Events

What is covered

1. Fire, lightning and explosion

Fire, lightning, explosion or smoke.

2. Aircraft

Aircraft and flying objects or items dropped from them.

3. Riot

Riot, civil commotion, strikers, locked-out workers or persons taking part in labour disturbances.

What is not covered

Smoke **damage** caused by smog, agricultural or industrial work or any gradual cause.

- (i) **Damage** occasioned by or happening through confiscation or destruction or requisition by order of the Government or any public authority.
- (ii) **Damage** resulting from cessation of work.

What is covered

4. Malicious persons

Malicious persons not acting on behalf of or in connection with any political organisation.

5. Earthquake

6. Storm

7. Flood

Flood caused by:

- (a) the escape of water from the normal confines of any natural or artificial watercourse (other than water tanks, apparatus or pipes) or lake, reservoir, canal or dam;
- (b) inundation from the sea.

8. Escape of water

Escape of water from any tank, apparatus or pipe.

9. Burst pipes

Freezing of water in any interior fixed water or heating appliance or installation.

What is not covered

- (i) **Damage** occasioned by or happening through confiscation or destruction or requisition by order of the Government or any public authority.
- (ii) **Damage** by theft or attempted theft or by risks described in insured event 1.
- (iii) **Contents** in unlocked outbuildings.
- (iv) **Damage** resulting from cessation of work.

- (i) **Damage** by the escape of water from the normal confines of any natural or artificial watercourse or lake, reservoir, canal or dam.
- (ii) **Damage** by inundation from the sea whether resulting from storm or otherwise.
- (iii) **Damage** by frost.
- (iv) **Damage** attributable solely to change in the water table level.
- (v) **Damage** to fences or gates (other than lych-gates).
- (vi) **Damage** by the entry of rainwater due solely to the theft or attempted theft of external metal (see insured event 15).

- (i) **Damage** caused by frost.
- (ii) **Damage** attributable solely to change in the water table level.
- (iii) **Damage** to fences or gates (other than lych-gates).

Damage by water discharged or leaking from an installation of automatic sprinklers.

What is covered

10. Escape of oil

Accidental discharge of oil from any fixed oil-fired heating appliance or installation or storage tank including resultant loss of oil.

11. Impact by vehicles or animals

Impact by any road vehicle, train or animal.

12. Falling trees

13. Falling aerials

Breakage or collapse of television and radio receiving aerials, aerial fittings and masts, satellite dishes and security equipment.

14. Accidental damage

Any other accidental **damage**.

What is not covered

Damage as a result of felling, lopping or topping being carried out by **you** or **your** employees or by voluntary workers.

- (i) **Damage** caused by any of the insured events 1 to 13, 15, 16 or 17 or by the causes excluded from those events whether the events are insured or not.
- (ii) **Damage** caused by or consisting of inherent vice, latent defect, wear and tear, depreciation, atmospheric or climatic conditions, rust, dust, fungus, insects, vermin, the property's own faulty or defective design or materials, faulty or defective workmanship, or any gradual cause, but this shall not exclude subsequent **damage** which itself results from a cause not otherwise excluded.
- (iii) **Damage** caused by the process of cleaning, dyeing, repair or restoration.
- (iv) Confiscation or detention by order of any government, public authority or Gardaí.
- (v) **Damage** caused by or consisting of erasure, loss, distortion or corruption of information on computer systems or other records, programs or software.
- (vi) Mechanical or electrical breakdown.
- (vii) Breakage of electrical valves, bulbs or tubes unless the equipment in which they are contained is damaged at the same time.
- (viii) **Damage** to a building or structure caused by its own collapse or cracking.
- (ix) **Damage** to paths, car parks, drives, paved and other hardstanding areas, unless the main building is damaged at the same time.

What is covered

15. Theft or attempted theft

Subject to the following limits:

- (a) For the theft or attempted theft of any one item or **contents** the limit as shown in the schedule.
- (b) For theft or attempted theft of parts of the **buildings** or its fixtures (other than external metal) the limit as shown in the schedule. In addition, this limit shall also apply to subsequent **damage** arising as a result of the theft of parts of the **buildings** or its fixtures.
- (c) For the theft or attempted theft of external metal the limit as shown in the schedule. In addition, this limit shall also apply to subsequent **damage** arising as a result of the theft of external metal.
- (d) Cost of repairs to the **buildings** following theft or attempted theft of **contents**, the limit as shown in the schedule.

16. Glass, sanitary fixtures and signs

Accidental breakage of glass, sanitary fixtures or signs including the reasonable cost of:

- (a) repairs to framework following breakage of the glass;
- (b) necessary boarding-up pending replacement of the glass;
- (c) in the case of multiple glazing the additional cost of re-creating vacuums or the purchase and installation of new sealed units.

What is not covered

- (i) In respect of theft of parts of the **building** or its fixtures (including external metal) any loss occurring when scaffolding is erected at the **premises** unless **we** have agreed in writing to continue cover.
 - (ii) **Contents** in unlocked outbuildings.
-
- (i) **Damage** to glass, sanitary fixtures or signs already damaged at the commencement of the insurance.
 - (ii) Breakage of glass while not fixed.
 - (iii) Breakage occasioned by or traceable to alterations to the **premises** or in the glass being carried out by **you, your** employees or by voluntary workers whereby the risk of breakage is increased.
 - (iv) **Damage** to bulbs or tubes unless the signs in which they are contained are damaged at the same time.

What is covered

17. In respect of the buildings of parochial residence(s) only – Subsidence

Subsidence, heave or landslip of the site on which the premises stand.

What is not covered

- (i) **Damage** attributed solely to changes in the water table level.
- (ii) **Damage** to boundary walls, gates, fences, gangways, storage tanks, car parks, yards, paved areas, drives and swimming pools unless also resulting in **damage** to a building insured under this policy.
- (iii) **Damage** caused by or consisting of:
 - (a) The normal settlement or bedding-down of new structures.
 - (b) The settlement or movement of made up ground.
 - (c) Coastal or river erosion.
- (iv) **Damage** caused by defective design or workmanship or defective materials.
- (v) **Damage** caused by fire, subterranean fire, explosion, earthquake or the escape of water from any tank, apparatus or pipe.
- (vi) **Damage** which originated prior to the inception of cover.
- (vii) **Damage** resulting from:
 - (a) Demolition, construction, structural alteration or repair of any property.
 - (b) Groundworks or evacuation.

Note applicable to Insured event 17

You shall notify **us** immediately **you** become aware of any demolition, groundworks, excavation or construction being carried out on any adjoining site. **We** shall then have the right to vary these terms or cancel the cover.

Basis of settlement

Guidance note (not forming part of the policy)

The Basis of Settlement confirms that we will pay for repairing buildings in a similar form to the existing structures using materials which are substantially the same but are not necessarily ancient. For example, ancient stonework will be replaced with stonework of similar appearance and quality, but not with ancient stone, unless this can be found economically and within the sums insured.

We will pay for

Buildings

- (a) At **our** option the cost of repairing the **damage** to the **buildings** or if the **damage** is beyond repair the cost of replacing the **buildings** or **we** will arrange for the work to be carried out.

The basis upon which the settlement of the claim is to be calculated will be the cost of repair using modern techniques and materials, or the provision of a modern equivalent building.

We will not deduct any amount for wear and tear unless:

- (i) the **buildings** are in a poor state of repair or decoration; or
 - (ii) there is unnecessary delay in carrying out the work; or
 - (iii) repair or replacement is not carried out.
- (b) The following additional costs all reasonably and necessarily incurred in repair or replacement following insured **damage**:
- (i) Reasonable architects', surveyors', consulting engineers' and other professional fees;
 - (ii) The cost of complying with European Union legislation, Local Authority Buildings Regulations or other statutory requirements up to 15% of the sum insured by the relevant item;

continued

We will not pay for

Undamaged parts of the **buildings** (except the foundations of damaged parts).

- (i) Fees or any other costs incurred in the preparation of a claim.
- (ii) (a) The cost of work stipulated in any notice already served upon **you**.
- (b) Undamaged parts of the **buildings** (except the foundations of damaged parts).
- (c) **Damage** to buildings not insured by this policy.
- (d) The cost of an existing work requirement which must be completed within a given period.
- (e) The amount of any charge or assessment arising out of capital appreciation which may be payable in respect of the property by **you** arising from compliance with the stipulations detailed in any statutory requirements.

continued

We will pay for

- (iii) The cost of removing debris, demolition, shoring-up or propping.

We will also pay for costs and expenses necessarily incurred by **you** with **our** consent in removing fallen trees within the grounds of the **premises** provided that:

- (a) the trees have fallen as a result of an insured event which is in force; and
- (b) the buildings of the **premises** are damaged by the same insured event occurring at the same time and a claim for this **damage** has been accepted by **us**.

Contents

Following insured **damage we** will replace or will pay for the cost of replacement as new except for items that can be economically repaired where **we** will pay for the cost of the repair.

We will only pay the cost of repair so far as that may be practicable or the cost of a modern replacement.

We will not deduct any amount for wear and tear (except for items insured under extension 5 – Personal effects, see page 26).

We will not pay for

- (iii) (a) The cost incurred in removing debris other than from the site of the property damaged and the area immediately adjacent to such site.
- (b) Costs arising from pollution or contamination of property not insured by this policy.

Any value attaching to an item by reason of its antiquity.

Limit

Subject to any limits shown in the policy or schedule, the most **we** will pay for **damage** to the **buildings** (inclusive of all additional costs) or **contents** is the sum insured shown in the schedule as adjusted for index-linking.

Reinstatement of sum insured

Applicable to Buildings and Contents

Unless **we** advise **you** to the contrary within 30 days of **you** reporting the claim to **us**, the sum insured will not be reduced by the amount of any claim, provided that following **damage** by theft or attempted theft **you** complete any improvements to the security at the **premises** that **we** may require.

Inflation protection

Each month **we** will adjust the sums insured under this section (but not the extension limits) in line with an appropriate price index.

We will not charge **you** for increases made to the sums insured after index-linking but at the end of each period of insurance the renewal premium will be based on the adjusted sums insured.

In the event of a claim index-linking will continue from the date of **damage** to the resulting claim being settled up to a maximum increase in sum insured of 20% from the date of the **damage**.

However **we** will not pay for increased costs which arise due to unnecessary delay on **your** part.

Extensions

The insurance by this section is extended to include the following extensions.

What is covered

1. Communion plate

Communion plate following **damage** by any insured event which is in force under this section whilst anywhere within the **geographical limits**.

Limit

€25,000 any one item and the limit shown in the schedule for all claims in total in any one period of insurance.

2. Office equipment out-of-premises

Office and similar equipment belonging to **you** or for which **you** are responsible situated in the out-of-church parish office, out-of-hall office or in the home of **you** or **your** employee or a responsible representative following **damage** by any insured event which is in force under this section.

Limit

As shown in the schedule.

3. Musical instruments and other portable items

- (a) Musical instruments belonging to **you** or for which **you** are responsible;
- (b) Other portable items of **contents** or specified items; whilst in the care of **you** or **your** employees, responsible parishioner or an **authorised volunteer**

continued

What is not covered

Damage by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.

- (i) **Damage** by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors are locked.
- (ii) Property insured under another policy.

What is covered

following **damage** by any insured event which is in force under this section anywhere in the **geographical limits**.

Limit

€4,000 any one item and as shown in the schedule for any one claim.

4. Temporary removal

Contents and specified items anywhere in the **geographical limits**:

- (a) whilst temporarily removed for cleaning, renovation or repair;
or
- (b) at or in transit to or from a bank;
following **damage** by any insured event which is in force under this section.

Limit

As shown in the schedule.

5. Personal effects

Note: this extension also applies to visiting clergy and visiting choristers.

- (a) **Personal effects** belonging to the **Insured**, employees and **authorised volunteers**, whilst engaged in **your** business or authorised activities anywhere in the **geographical limits** following **damage** by any insured event which is in force under this section.

Limit

As shown in the schedule.

- (b) **Personal effects** belonging to any member of a party travelling with **your** authority on a tour organised by **you** anywhere in the world, following **damage** by any insured event 1 to 15 whether in force or not.

Limit

As shown in the schedule.

When **we** pay a claim under this extension **we** will make an appropriate deduction for wear and tear.

What is not covered

- (i) **Damage** by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.
- (ii) Property insured under another policy.

Damage by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.

What is covered

6. Capital additions

Under the Buildings and Contents items:

- (a) Alterations and additions to the property insured but not in respect of any appreciation in value.
- (b) Newly acquired property so far as it is not otherwise insured anywhere in the **geographical limits**.

Provided that **you** undertake to give details of such extension of cover as soon as practicable and to effect specific insurance thereon and pay such additional premium as may be required from inception of the cover.

Limit

As shown in the schedule for any one situation in respect of both **buildings** and **contents**.

7. Raffle prizes and donated goods

Raffle prizes and donated goods to be used for fund-raising events whilst in **your** custody or in the custody of an employee or an **authorised volunteer** anywhere in the **geographical limits** following **damage** by any insured event which is in force under this section.

Limit

€2,250 any one item and as shown in the schedule for any one fund-raising event.

8. Exhibitions, festivals and events

- (a) Items not belonging to **you** but **your** responsibility used in connection with or whilst on display at exhibitions, festivals or events at the **premises** or elsewhere in the **geographical limits**, and in the course of transit to or from such locations following **damage** by any insured event which is in force under this section. Provided that at least 2 responsible officials are in attendance at all times whilst the exhibition, festival or event is open to the public and that the premises concerned are locked at all times when unattended.

continued

What is not covered

- (i) **Damage** by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.
- (ii) Money, credit or debit cards.
- (iii) Property insured under another policy.

- (i) **Damage** by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.
- (ii) Property insured under another policy.

What is covered

- (b) Marquees, tents, stalls and similar equipment for which **you** are responsible and being used in connection with any church exhibition, festival or event.

Limit

€4,000 any one item and as shown in the schedule for any one exhibition, festival or event.

9. Damage by the emergency services

- (a) **Damage** caused by the emergency services to the grounds of the **premises** for which **you** are responsible.
- (b) Charges levied against **you** by any local authority in respect of attendance by the fire brigade for the purpose of minimising a loss following **damage** by Insured event 1 (Fire, lightning or explosion) at the **premises**.

Limit

As shown in the schedule.

10. Property in the open

Damage to the following property in the churchyard and grounds by any insured event in force.

- (a) Lawnmowers and other groundsmen's machines and equipment.
This insurance extends to include the items mentioned whilst kept in a locked building anywhere in the Parish.
- (b) Floodlighting, external lighting and security equipment.
- (c) Benches, garden seating and fixtures.
- (d) Tombs, monuments and memorials which are the property of the **Insured**.

Limit

As shown in the schedule.

What is not covered

Theft of lawnmowing equipment when not in use unless contained in a locked outbuilding. This exclusion does not apply to large chain mowers.

What is covered

11. Headstones and monuments

The cost of making safe any headstones, monuments or memorials which are not **your** property but which have been rendered dangerous following **damage** by an insured event which is in force under this section.

Provided that:

- (a) such headstone, monument or memorial is in a premises or churchyard under **your** control; and
- (b) before **you** present a claim to **us you** take reasonable steps to recover the cost of making the item safe from those responsible for its upkeep.

If **you** make a recovery after **we** have paid a claim under this extension the amount **we** have paid must be refunded to **us**.

Limit

As shown in the schedule.

12. Bequeathed property

Damage by an insured event to material property anywhere in the **geographical limits** bequeathed to **you**. Cover is in force from the commencement date of **your** interest in the property provided such property is not insured elsewhere.

Within three months of legal title of such property passing to **you, you** must either notify **us** about the property and arrange for it to be specifically insured by this policy (or any other policy with **us**) or arrange for it to be insured elsewhere.

If **you** arrange to insure such property with **us** any additional premium payable shall be calculated from the date the legal title of the property passed to **you**.

Limit

€7,500 any one item other than buildings for which the limit is shown in the schedule.

What is not covered

- (i) The cost of repairing the item.
- (ii) **Damage** caused by wear and tear or gradual deterioration.

- (i) Motor vehicles licensed for road use or their accessories, trailers, caravans, watercraft or aircraft.
- (ii) Property insured under any other policy.

What is covered

13. Loss of keys

This extension is provided only if the insured event of Theft or attempted theft applies.

The reasonable cost necessarily incurred in gaining access to the premises and/or replacing locks at the **premises** including locks of safes or strongrooms in the **premises** if the keys are stolen or lost.

Limit

As shown in the schedule.

14. Frozen food

This extension is provided only if the insured event of Accidental damage applies.

The cost of replacing the contents of **your** deep freeze cabinets or refrigerator at the **premises** following **damage** caused by the following:

- (a) A rise or fall in temperature.
- (b) Contamination from refrigerant or refrigerant fumes.

In addition **we** will pay, if incurred, the cost of hiring temporary alternative freezing space.

Limit

As shown in the schedule for any one period of insurance and €4,000 in respect of any one appliance.

15. Service pipes, cables, sewers and drains

This extension is provided only if the insured events of Escape of water, Burst pipes and Escape of oil apply.

Accidental **damage**, incurred as a direct result of an insured event, to the service pipes, cables, sewers and drains serving the **premises** in so far as **you** are responsible for the cost of repair.

This includes the cost of clearing blockages.

Limit

As shown in the schedule.

What is not covered

- (i) **Damage** resulting from the deliberate act of any power supply authority or the withholding or restricting of power by such an authority.
- (ii) **Damage** caused by wilful neglect.

What is covered

16. Loss of metered water

This extension is provided only if the Insured events of Escape of water and Burst pipes apply.

The additional metered water charges incurred by **you** following **damage** to the water or heating systems located in or serving the **premises** provided **we** have accepted a claim for such **damage** to the system under this policy.

Limit

As shown in the schedule.

17. Loss of LPG

The cost of replacing liquid petroleum gas following accidental discharge from the storage container.

Limit

€7,500 any one period of insurance.

18. Archaeological costs

The on-site costs of **archaeological rescue work** (including the recording of standing and collapsed fabric and damaged floor surfaces but not the excavation of below-ground deposits) necessarily and reasonably incurred with **our** consent as a result of **damage** to the **buildings** by any insured events in force under this section.

Limit

€250,000 any one claim.

What is not covered

- (i) The costs of any **archaeological research work** which may be enabled or facilitated as a result of **damage** but which is not a necessary part of the process of repair or rebuilding.
- (ii) The costs of analysis of data subsequent to **archaeological rescue work** (except in so far as such costs are a necessary and integral part of the process of repair or rebuilding).
- (iii) The costs of conservation or scientific analysis of materials or objects retrieved in the course of archaeological exercise.

Definitions specific to this extension

Archaeological rescue work

means any archaeological exercise concerned with the recording of information which would otherwise be lost or in danger of being lost

Archaeological research work

means any other archaeological exercise.

What is covered

19. Spontaneous heating

Damage to coal, coke or wood blocks by its own spontaneous fermentation, heating or combustion.

20. Hired-in property

Additional **contents** cover for property hired-in and for which **you** have accepted responsibility.

Limit

€15,000 any one claim.

21. Trace and access

This extension is provided only if the insured events of Escape of water, Burst pipes and Escape of oil apply.

The costs and expenses necessarily and reasonably incurred by **you** with **our** consent in locating the source of a leakage of water or oil at the **premises** and in subsequent repair of the **damage** caused by locating the source.

Limit

€50,000 any one claim.

22. Extinguisher and alarm re-setting expenses

The reasonable costs incurred by **you** in refilling fire extinguishing appliances replacing sprinkler heads and resetting fire or intruder alarm systems solely in consequence of their activation following an insured event.

23. Theft of oil

Theft of oil from any locked storage tank used for the heating system at **your premises**.

Limit

€7,500 any one period of insurance.

What is not covered

Property hired-in for exhibitions, festivals or events.

What is covered

24. Discharge of oil

As an extension to the Escape of oil insured event or Theft of oil extension, costs and expenses necessarily incurred by **you** with **our** consent to decontaminate the grounds of the **premises** following the accidental discharge of oil from an oil fired heating appliance or storage tank.

Limit

As shown in the schedule.

25. Planning and Development Act 2000

As an extension to the buildings cover, the cost of meeting Local Authority or Planning Authority conditions made under the Planning and Development Act 2000 and amending legislation following **damage** by any of the insured events should these costs exceed the cover provided within the **buildings** sum insured.

The maximum **we** will pay under this extension is 20% of the sum insured for **buildings**.

What is not covered

Memorandum

Mortgagees

The interest of the mortgagee(s) in this insurance shall not be prejudiced by any acts or neglect of the mortgagor(s) or occupier of any building hereby insured whereby the danger of **damage** is increased without authority or knowledge of the mortgagee(s) and provided that the mortgagee(s) shall immediately on becoming aware thereof give notice in writing to **us** and on demand pay such additional premium as **we** may require.

What is covered

26. Minor building works

This extension is provided only if insured events 1 to 13, 15 and 16 apply.

The cover provided by this extension increases the sums insured that apply but only to the extent stated.

Your insurance obligations in respect of the Works and Site Materials assumed under a contract for minor building works executed at the **premises**.

During the period of the contract the insurance provided by **us** for the existing structure and any contents for which **you** are responsible is considered to be in the joint names of **you** and the contractor. This cover is limited to the sums insured shown in the schedule.

The above cover is subject to **you** notifying **us** in advance of such contract starting and upon **our** request submitting to **us** a satisfactorily completed questionnaire.

Off-site storage

Cover extends to include materials or goods designated to be included in the contract works whilst temporarily held in store away from the contract site but not while they are being worked upon.

Limit

€10,000 one storage site.

What is not covered

- (i) For each claim under this extension, the **excess** that applies in respect of the insured event or the first €350, whichever is the greater.
- (ii) Builder's plant, tools and equipment.
- (iii) **Damage** by any event which **you** are not obliged to insure against under the terms of the contract.
- (iv) **Damage** which already existed at the time of the commencement of the contract.
- (v) Contracts over €250,000.
- (vi) Theft of external metal.
- (vii) Penalties under the contract for delay or non-compliance or consequential loss of any nature.

Special condition applying to this extension

Where **we** have agreed to provide cover under this extension it is understood and agreed that **you** or **your** representatives have given instructions to the contractor for all ladders to be removed and securely locked away at the end of each day's operations.

Guidance notes applying to this extension (not forming part of the policy)

- 1 *You must inform us about any building or repair works and whether or not you intend to close the premises.*
- 2 *Insured event 15 Theft or attempted theft will not apply when scaffolding is erected unless we have agreed in writing to continue cover.*
- 3 *If the contract price for the work is over €250,000 we can provide cover but an additional premium will usually be required.*
- 4 *There is advice on building works, and forms to help you tell us about them on our website www.ecclesiastical.com (go into Church insurance / Church Insurance Made Simple / Building works).*

2 Property damage plus

The schedule will show if this section applies and the cover in force.

Guidance note (not forming part of the policy)

Under Section 1 (Property damage) you can insure all your contents for accidental loss or damage, whilst in the premises or whilst temporarily removed in certain circumstances (as described in the extensions to Section 1).

However, if you require 'all risks' cover for specific items only, on a worldwide basis cover can be arranged under this section.

What is covered

If during the period of insurance the **insured property** suffers **damage** caused by any event not specifically excluded by this section happening within the location stated in the schedule **we** will replace the property or **we** will pay the cost of replacement as new except for items that can be economically repaired where **we** will pay the cost of repair.

We will not deduct any amount for wear and tear.

The most **we** will pay subject to any limits shown in the policy or schedule is the sum insured shown in the schedule.

What is not covered

- (i) The amount of any **excess** shown in **your** schedule.
- (ii) The cost of maintenance.
- (iii) **Damage** caused by or consisting of inherent vice, latent defect, wear and tear, depreciation, atmospheric or climatic conditions, rust, dust, fungus, insects, vermin, the property's own faulty or defective design or materials, faulty or defective workmanship or any gradual cause but this shall not exclude subsequent **damage** which itself results from a cause not otherwise excluded.
- (iv) **Damage** caused by the process of cleaning, dyeing, repair or restoration.
- (v) Mechanical or electrical breakdown.
- (vi) Confiscation or detention by order of any government, public authority or Gardaí.
- (vii) Breakage of electrical valves, bulbs or tubes unless the equipment in which they are contained is damaged at the same time.
- (viii) **Damage** by theft to property left in an unattended vehicle unless the property is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.
- (ix) Unless agreed in advance by **us**, any value attaching to an item by reason of its antiquity.
- (x) **Damage** caused by or consisting of erasure, loss, distortion or corruption of information on computer systems or other records, programs or software.

Inflation protection

Each month **we** will adjust the sums insured under this section in line with an appropriate price index.

We will not charge **you** for increases made to the sums insured after index-linking but at the end of each period of insurance the renewal premium will be based on the adjusted sums insured.

In the event of a claim index-linking will continue from the date of **damage** to the resulting claim being settled up to a maximum increase in sum insured of 20% from the date of the **damage**.

However, **we** will not pay for increased costs which arise due to unnecessary delay on **your** part.

3 Loss of income

The schedule will show if this section applies and the cover in force.

Guidance note (not forming part of the policy)

After serious property damage such as a major fire, you may incur loss of income which is not covered under the Property section of this policy. For example, where the premises are so damaged that normal usage stops for the period of repairs, you will lose income from lost service collections or hire charges. In addition, you may suffer loss in income if you are unable to hire out the premises to other organisations.

This section provides cover for this 'loss of income'.

However, your main concern may be to maintain your usual church or hall activities, albeit at a different premises, until you are able to return to your own premises. Unless you are very fortunate, there will undoubtedly be extra costs in hiring out and equipping an alternative building and cover 2, 'Additional expenditure' provides for these additional costs.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below.

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Income

means the money paid or payable to the ***Insured*** including donations, collections, planned giving, rent and hire charges.

Indemnity period

means the period during which ***your*** normal activities are affected by the ***damage***, from the date of the ***damage*** but not exceeding the period stated in the schedule.

For the purposes of Extension 4 of this section the indemnity period means the period during which ***your*** results shall be affected in consequence of the occurrence, discovery or accident beginning with the date from which the restrictions on the ***premises*** are applied (or in the case of murder or suicide with the date of the occurrence) and ending not later than 24 months thereafter.

What is covered

We will pay **you** subject to the terms of this section for loss during the **indemnity period** resulting from interruption of or interference with the usual activities carried out at the **premises** following **damage** by any insured event which is in force under the Property damage or Property damage plus sections and for which **we** have accepted a claim under those sections.

Where no payment is made under the Property damage sections solely because of the deduction of a policy **excess**, **we** will nevertheless accept a claim under this section.

1. Loss of income

We will pay the difference between the **income you** would have received during the **indemnity period** if there had been no damage and the **income you** actually received during that period.

We will take the following into account in calculating the payment:

- (a) Any savings during the **indemnity period** from expenses payable out of **income** which stop or are reduced as a result of the **damage**.
- (b) Any **income you** earn from conducting **your** activities elsewhere during the **indemnity period**.

2. Additional expenditure

We will pay extra expenses that **you** necessarily and reasonably incur during the **indemnity period** to minimise interruption of or interference with **your** normal activities including the following:

- (a) The cost of moving to and from a temporary location and the additional rent, rates and taxes for such location.
- (b) Expenses incurred in equipping a temporary location to make it suitable for **your** use.
- (c) Additional cost in respect of lighting, heating and water.
- (d) The cost of additional staff and overtime and allowances to existing staff.

What is not covered

Exclusions (i) and (ii) below apply to all insured events and extensions under the Loss of income section.

- (i) Loss where there is unnecessary delay on **your** part in repairing or replacing the property.
- (ii) Loss due to archaeological exercise except as provided for under extension 1 of this section.

What is covered

3. Professional accountants' charges

Any particulars or details contained in **your** books of account or other business books or documents which may be requested by **us** under Claims condition (c) for the purpose of investigating or verifying any claim under this section may be produced by professional accountants if at the time they are regularly acting as such for **you** and their report shall be prima facie evidence of the particulars and details to which such report relates.

We will pay to **you** the reasonable charges payable by **you** to **your** professional accountants for producing such particulars or details or any proofs, information or evidence as may be required by **us** under the terms of Claims condition (c).

Provided that the sum of the amount payable under this clause and the amount otherwise payable under this section shall in no case exceed the sum insured.

What is not covered

Limit of indemnity

The maximum **we** will pay for any one event under this section of the policy is shown in the schedule.

Extensions

The insurance by this section is extended to include the following extensions.

What is covered

1. Archaeological digs

If a claim is accepted by **us** under this section and the interruption or interference which is the subject of the claim is increased by an archaeological exercise which follows discoveries made due to the occurrence of **damage**, **we** will pay the additional amount of loss resulting from the increased interruption or interference but in no case will **we** pay in total more than the limit of indemnity.

2. Prevention of access

We will extend the cover under this section to losses arising where use of **your premises** is prevented or hindered by **damage** to neighbouring property and such **damage** would form an accepted claim under the Property damage section of this policy if the **damage** occurred at **your premises**.

3. Loss of telephone, electricity, gas or water

We will extend the cover under this section to losses following the accidental failure of the following:

- (a) The telephone system serving the **premises**.
- (b) The electricity, gas or water supplies at the point of connection to the **premises**.

Limit

€7,500 any one claim.

What is not covered

- (i) Any failure of less than 30 minutes.
- (ii) Failure due to the deliberate act of the telephone or supply authorities or as a result of strikes or other industrial action.

What is covered

4. Food poisoning defective sanitation vermin murder or suicide

The prevention or restriction of access to or closure of the **premises** on the order or advice of the Gardai, Environmental Health or other similar enforcement agency as a direct consequence of:

- a. any injury or illness sustained by any person arising from or traceable to food or drink poisoning which is directly traceable to food or drink provided at the **premises**;
- b. any accident causing defects in drains or other sanitary arrangements at the **premises**;
- c. any discovery of vermin at the **premises**;
- d. murder rape or suicide at the **premises**.

Provided that:

- **We** shall only be liable for the loss arising at premises **you** occupy and which are directly affected by the occurrence discovery or accident
- Extensions which deem **damage** at other locations to be **damage** at the **premises** shall not apply to this cover.

Limit

Our liability under this extension in respect of any one occurrence, discovery or accident shall not exceed the sum insured by the items or the limit of **our** liability by the items if the declaration-linked basis applies.

What is not covered

Any costs incurred in the cleaning repair replacement recall or checking of property.

What is covered

5. Book debts

If following **damage** to **your** books of account or other church business books or records at the **premises** by any of the events insured by this section **you** are unable to trace outstanding debit balances owed to **you we** will indemnify **you** for such loss in the following terms:

- (a) **We** will pay the difference between the total outstanding debit balances and the total of the amounts received or traced in respect of such balances.
- (b) **We** will pay for the additional expenditure incurred with **our** previous consent in tracing and establishing debit balances owed to **you** after the **damage**.
- (c) **We** will pay for reasonable professional accountants' charges necessarily incurred in providing any evidence required by **us** in support of a claim.

Limit

€15,000 any one period of insurance.

6. Other venues

Damage by any events insured by the Property damage section at any premises not in **your** occupation within the **geographical limits** where **you** are holding a fund-raising event, exhibition or other activity.

Limit

€15,000 any one claim.

7. Suppliers extension

Damage by any events insured by the Property damage section at the site of any of **your** suppliers within the **geographical limits**.

Limit

€15,000 any one claim.

What is not covered

- (i) Loss arising from misfiling, erasure, distortion, deliberate falsification of records or from bad debts.
- (ii) No claim will be paid unless **you** keep a record of the total amount outstanding to **you** at the end of each month and within 30 days of the end of each month deposit this record in a building other than that in which the original records are kept.

Damage at the premises of any supply undertaking from which **you** obtain electricity, gas, water or telecommunications services.

What is covered

8. Utilities

Damage by any events insured by the Property damage section at any

- (a) generating station or sub-station of **your** electricity supplier;
- (b) land-based premises of **your** gas supplier or any directly linked natural gas producer;
- (c) water works or pumping station of **your** water supplier;
- (d) land-based premises of **your** telecommunications service provider.

Our liability for any one occurrence shall not exceed the sum insured by the items or any limit of liability shown in the schedule

9. Bomb scare

We will pay for loss following any bomb scare at or in the vicinity of the **premises** which interrupts or interferes with **your** usual activities.

For the purpose of this extension the General terrorism exclusion does not apply.

Limit

€7,500 any one incident.

10. Reinstatement of data

Definition specific to this Extension

Computer equipment

means equipment that is electronic computer or other data processing equipment including all forms of electronic magnetic and optical tapes and discs for use in any electronic computer or electronic data processing equipment, software and peripherals used in conjunction with such equipment belonging to **you** or for which **you** are responsible.

Unless more specifically insured **we** will pay the costs **you** incur in reinstating data that is lost or damaged as a consequence of **damage** to **computer equipment** at **your premises**.

What is not covered

- (i) Losses discovered later than 180 days after the loss occurred;
- (ii) Loss or damage to software;
- (iii) Costs more specifically described under the Computers - Increased Cost of Working extension.

What is covered

Providing that

- (a) **Our** liability is limited solely to the cost of reinstating data to any form of electronic magnetic and optical tapes and discs for use in any electronic computer or electronic data processing equipment;
- (b) **You** comply with the Back-up records special condition.

Limit

€40,000 per **premises** in any one period of insurance.

Special condition - Back-up records

It is a **condition precedent to liability** that **you** shall maintain a minimum of 2 generations of verified back-up computer records taken at intervals no less frequently than 48 hours, one copy as a minimum being held off site, and take all reasonable precautions to store and maintain records in accordance with the maker's recommendations.

11. Computers - Increased Cost of Working

Definition specific to this Extension

Computer equipment

means equipment that is electronic computer or other data processing equipment including all forms of electronic magnetic and optical tapes and discs for use in any electronic computer or electronic data processing equipment, software and peripherals **used** in conjunction with such equipment belonging to you or for which **you** are responsible.

Unless more specifically insured **we** will pay costs necessarily and reasonably incurred by **you** for the sole purpose of avoiding or diminishing interruption or interference to **your** computer operations as a consequence of **damage** to **computer equipment** at **your premises**.

Limit

€40,000 per **premises** in any one period of insurance.

What is not covered

What is covered**12. Church Event**

We will pay for all expenses you cannot recover if an event you have organised is unexpectedly cancelled or cut short.

Limit

€1,500 any one claim

What is not covered

- (i) If the event is cancelled due to lack of support or an anticipated lack of support.
 - (ii) If the event is cancelled due to weather conditions.
 - (iii) The first €150 of each and every claim.
 - (iv) Any amount you can recover from any other source.
-

4 Money

The schedule will show if this section applies and the cover in force.

Definition

Each time the following word or phrase appears in this section in bold italic type (or in capital letters in the schedule) it will take the specific meaning shown below.

Where it is not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Money in transit

means **money** in transit in the personal custody of the **Insured** or any authorised official or in a bank night safe until the bank accepts responsibility.

What is covered

Loss of **money** belonging to **you** or for which **you** are responsible happening during the period of insurance.

What is not covered

- (i) The amount of any **excess** shown in **your** schedule.
- (ii) Personal **money**.
- (iii) Loss from an unattended vehicle unless the **money** is hidden from view and all windows and sunroofs are securely closed and the boot and all doors locked.
- (iv) Loss due to deception or false accounting.
- (v) Loss due to clerical or accounting errors, depreciation in value, unexplained shortage, dishonoured cheques or to the use of counterfeit **money**.

The schedule will show the most **we** will pay for any one loss under the following headings:

Crossed cheques, etc

Crossed cheques (other than pre-signed blank cheques) crossed postal orders, crossed money orders, crossed bankers drafts, Premium Bonds, credit and debit card sales vouchers, value added tax purchase vouchers and unused credit on postal franking machines.

Other money

Money other than as described in crossed cheques, etc above:

- (a) in the course of transit or in a bank night safe;
- (b) while being counted or in the home of an authorised official or member of the clergy;
- (c) in a locked safe in the **premises**;
- (d) any other loss (including **money** in alms boxes).

Note: **money** must be recorded as soon as possible and prior to being placed in the safe.

Guidance note (not forming part of the policy)

Please note the Escort condition on page 16 which specifies requirements for money in transit to be accompanied.

Extensions

The insurance by this section is extended to include the following extensions.
(If there are any alterations to the limits these will be shown in the schedule.)

What is covered

1. Damage to safes

We will pay for **damage** to any safe, strongroom, cash carrying bag or offertory box belonging to **you** or for which **you** are responsible arising in connection with theft or attempted theft of insured **money**.

2. Damage to personal effects

We will pay for **damage** to **personal effects** belonging to **you** or any of **your** employees or authorised officials arising in connection with theft or attempted theft of insured **money**.

Limit

€1,500 per person.

3. Religious festivals

For the period from two days before to seven days after Christmas Day or Easter Sunday the limits shown in the schedule are doubled for the following:

- (a) **Money in transit**.
- (b) **Money** while being counted or in the home of an authorised official or **your** employee or member of the clergy.
- (c) **Money** in a locked safe in the **premises**.

4. Fund-raising events

For the period from two days before to seven days after a fund-raising event the limits shown in the schedule are doubled for the following:

- (a) **Money in transit**.
- (b) **Money** while being counted or in the home of an authorised official or **your** employee or member of the clergy.
- (c) **Money** in a locked safe in the **premises**.

What is not covered

What is covered

5. Fraud and identity theft

We will pay **you** for:

- (a) loss resulting from the fraudulent use of any credit or debit card ordinarily used in connection with **your** activities.

Limit

€1,500 per card in any one period of insurance.

- (b) the reasonable and necessary costs incurred with **our** consent in protecting the interests of the **church committee** following the fraudulent use of the identity of the **church committee** or of any officials of **your** place of worship, trustees or employees of **yours** or **authorised volunteers** by a third party for the purposes of obtaining credit.

Limit

€1,500 any one period of insurance.

What is not covered

In respect of (a):

- (i) Loss due to the use of any card where the terms under which it has been issued have not been fully complied with;
- (ii) Losses covered by a bank or card issuer;
- (iii) Fraudulent use by **you** or any officials of **your** place of worship or **your** trustees.

5 Theft by officials

The schedule will show if this section applies and the cover in force.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below.

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Acting in collusion

means all circumstances where two or more ***officials*** are concerned or implicated together or materially assist each other in committing the acts of ***theft***.

Excess

means the first part of any ***one claim*** borne by ***you*** as shown in the schedule.

Official(s)

means any person in ***your*** service who is empowered by ***you*** to have responsibility for ***your*** money.

One claim

means all acts of ***theft*** throughout the continuation of this insurance (or any insurance issued in substitution for this insurance or for which this insurance is substituted) committed by one individual ***official*** or by two or more ***officials acting in collusion***.

Theft

means any act of fraud or dishonesty by any ***official*** committed with the clear intent of obtaining an improper financial gain for themselves or for any other person or organisation intended by the ***official*** to receive such gain.

What is covered

Direct loss of **money** belonging to **you** or which is **your** responsibility caused by any act of **theft** committed during the period of insurance by any **official** normally resident within the **geographical limits** and discovered not later than 24 months after the termination of this insurance.

We will also pay for auditors' fees incurred with **our** written consent solely to substantiate the amount of the claim.

Previous insurance

If this insurance immediately supersedes a fidelity (or theft by official) insurance effected by **you** ('the Superseded Insurance') **we** will indemnify **you** in respect of any loss discovered during the continuation of this insurance but committed during the continuation of the Superseded Insurance, if the loss is not recoverable under the Superseded Insurance solely because the period allowed for discovery has expired.

Provided that:

- (a) such insurance had been continuously in force from the time of the loss until commencement of this section;
- (b) the loss would have been insured by this insurance had it been in force at the time of the loss;
- (c) **our** liability shall not exceed:
 - (i) the amount recoverable under the insurance in force at the time of the loss;
 - (ii) the limit of indemnity under this policy.

In any event **our** total liability in respect of any **one claim** continuing through both the term of the Superseded Insurance and the continuation of this insurance shall not exceed the limit of indemnity shown in the schedule.

What is not covered

- (i) Loss of interest, loss of profit or consequential loss of any kind.
- (ii) Loss arising from any act of an **official** after the discovery of a prior act of **theft** committed by the same **official**.
- (iii) Loss caused by any act of an **official** committed before the commencement date of this insurance.
- (iv) The amount of the **excess**.

Limit of indemnity

Irrespective of the number of periods during which this insurance (and any insurance issued in substitution) shall remain in force **our** total liability in respect of any **one claim** shall not exceed €15,000.

Our liability in respect of any **one claim** by one or more **officials** shall not exceed the limit of indemnity shown in the schedule.

Special conditions

1. Notice of loss

Whether or not **you** intend to make a claim **you** must give **us** notice in writing within 14 days of discovery of the following:

- (a) Any act of fraud or dishonesty committed by any **official**.
- (b) Reasonable cause for suspicion of fraud or dishonesty committed by any **official** which comes to **your** knowledge or to the knowledge of any person to whom **you** entrust the supervision of audit.

If **you** fail to comply with this condition then **we** will not be liable to pay **your** claim.

2. Recoveries

Any recoveries which are made shall be applied in the following order:

- (a) In the event that **your** claim has exceeded the limit of indemnity first to **your** benefit to reduce or extinguish the amount of **your** loss (but not the **excess**).
- (b) Thereafter to **our** benefit to the extent of the claim paid or payable.
- (c) Finally to **your** benefit where an **excess** has been deducted from the claim.

3. Deduction from loss

All monies which but for the fraud or dishonesty of the **official** would become payable to him or her by **you** and any monies recovered from the **official** by **you** shall be deducted from the loss.

4. Due diligence

It is a **condition precedent to liability** of cover that **you** shall use diligence in the selection of **officials**.

5. Loss prevention

It is a **condition precedent to liability** that:

- (a) On discovery of any act of fraud or dishonesty or circumstances which could give rise to a claim under this section **you** shall immediately take all steps to prevent loss or further loss.
 - (b) Upon the termination of service of any **official** **you** shall take all reasonable security precautions to prevent **theft** by that **official**.
-

6 Liabilities

The schedule will show if this section applies and the cover in force.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below.

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Asbestos

means asbestos, asbestos fibres or any derivatives of asbestos including any product containing any asbestos, asbestos fibres or any derivatives of asbestos.

Bodily injury

means bodily injury, death, disease or illness.

Business

means **your** business and activities which are conducted solely from premises in the **geographical limits**. This includes:

- (a) the ownership, repair and maintenance of **your** property and premises;
- (b) the provision of catering, social, sports, welfare facilities and first aid services for **employed persons**, church members and visitors;
- (c) the provision of fire and security services maintained only for the protection of premises owned or occupied by **you**;

but does not include any work undertaken **offshore**.

Data

means information represented or stored electronically including, but not limited to, code or series of instructions, operating systems, software, programs and firmware.

Employed person

means:

- (a) any **employee**;
- (b) (i) any person supplied to or hired or borrowed by **you** or on **your** behalf;
or
(ii) any work experience student or youth training scheme participant while under **your** direct control and supervision.

Employee

means any person under a contract of service or apprenticeship with **you** and **authorised volunteers**.

Event

means one occurrence or series of occurrences, arising from or attributable to, one source or original cause.

Injury

means **bodily injury**, wrongful arrest or false imprisonment.

Legal costs

means

- (a) claimant's costs and expenses recoverable from **you** in respect of any claim which is the subject matter of indemnity under this policy;
- (b) (i) the costs of legal representation at:
 - (1) any coroner's inquest or inquiry in respect of any death;
 - (2) proceedings in any court arising out of any alleged breach of statutory duty which may be the subject of indemnity under this policy;
- (ii) all other costs and expenses in relation to any matter which may form the subject of a claim for indemnity under this policy incurred with **our** prior written consent.

Offshore

means embarkation onto a vessel or aircraft for conveyance to an offshore rig, platform or service or accommodation vessel until disembarkation from the conveyance onto land upon return from such offshore rig, platform or service or accommodation vessel.

Pastoral care services

means the use of counselling skills to provide free, informal, unstructured care and ministry relating to a particular concern of an individual seeking the help of the church.

Pollution or contamination

means **injury** or **damage** directly or indirectly caused by, or arising out of, pollution or contamination of buildings or other structures, or of water, land or the atmosphere.

Principal

means any party (other than any **authorised clergy**, **church committee** member, **authorised volunteer**, churchwarden or **employed person** of **yours**) on whose behalf **you** are undertaking work (excluding the sale or supply of **products**) in connection with the **business**.

Products

means goods (including containers and packaging) not in **your** custody or control, sold, supplied, installed, erected, serviced, repaired, altered or treated by **you** in connection with the **business** from any premises within the **geographical limits**. Any error or defect in the sale, supply or presentation of such goods is included in this definition.

Property

means material property but does not include **data**.

You /your/yours

means the Insured named in the schedule.

Unless **we** specifically state otherwise, **we** will also indemnify:

- (a) **your** personal representatives in respect of legal liability incurred by **you**;
 - (b) any **authorised clergy** or **church committee** member of **yours** in respect of liability for which **you** would have been entitled to indemnity, had the claim been made against **you**;
 - (c) at **your** request:
 - (i) any **principal**;
 - (ii) any churchwarden or **employed person** or **authorised volunteer** of **yours**; in respect of liability for which **you** would have been entitled to indemnity, had the claim been made against **you**.
-

Cover 1

Employers' liability

This insurance is provided on a 'Costs inclusive' basis. This means that **legal costs** are included within the Limit of indemnity specified in the schedule.

What is covered

We will indemnify **you** against **your** legal liability to pay damages and **legal costs** arising out of **bodily injury** to an **employed person** which is caused during the period of insurance:

- (a) within the **geographical limits**;
- or
- (b) while temporarily outside the **geographical limits**;

in connection with the **business**.

The total amount **we** will pay in respect of any **event** shall not exceed the limit of indemnity shown in the schedule.

This insurance complies with the provisions of any law enacted in the **geographical limits** relating to the compulsory insurance of liability to employees. **You** will repay any sums paid by **us** which **we** would not have been obliged to pay, but for the provisions of such law.

What is not covered

No indemnity will be provided in respect of the following:

- (1) Any liability in respect of **bodily injury** for which **you** are required to arrange motor insurance, or security, in accordance with any road traffic legislation within the European Union, the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man.
- (2) Any liability arising from:
 - (i) The alteration, construction, demolition, maintenance (other than routine maintenance) of the **premises** or work in or on buildings at a height exceeding 6 metres from ground level.
 - (ii) The use of power driven woodworking machinery including chain saws other than portable hand held tools.
 - (iii) Tree felling or lopping.
 - (iv) Farming or any farm related activity.
 - (v) Work involving the use of scaffolding.
 - (vi) Work involving welding.
- (3) Any liability arising from:
 - (i) The use of inflatable 'bouncy castles' and similar such childrens' amusements.
 - (ii) Gymkhanas, hunting, steeple chasing, racing other than on foot and shooting including clay pigeon shooting.
- (4) Any liability arising from:
 - (i) Lifts or elevators which at any time carry passengers.
 - (ii) Any pressure vessel.
 - (iii) Spectators' stands.

Extensions (each of which is subject to the terms of this policy)

What is covered

1. Compensation for court attendance

If **we** request any of the following categories of people to attend court as a witness in connection with a claim under this policy, **we** will provide **you** with the following rates of compensation for each day on which attendance is required.

Any of **your authorised clergy** or **church**

committee members €750

Any **employed person** €375

2. Unsatisfied court judgements

Where a judgement for damages has been obtained:

- (a) by one of **your employees** or their personal representatives, in respect of **bodily injury** caused during any period of insurance and which arises out of and in the course of their employment with **you**;
- (b) in any court situated within the **geographical limits**;
- (c) against any company or individual, operating from premises within the **geographical limits**;
- (d) which remains unsatisfied, in whole or in part, six months after the due date for payment of the judgement;

we will, at **your** request, pay to the **employee** or their personal representatives, the amount of damages and any awarded costs which remain unsatisfied, subject to there being no appeal outstanding.

Any payment under this extension is conditional upon the judgement being assigned to **us** by the **employee** or their personal representative.

What is not covered

Cover 2

Public and products liability

This insurance is provided on a 'Costs in Addition' basis. This means that (with the exception of claims which are brought within the legal jurisdiction of the United States of America or Canada) **legal costs** are payable in addition to the limit of indemnity specified in the schedule.

What is covered

We will indemnify **you** against **your** legal liability to pay damages arising out of the following:

- (a) Accidental **injury** of any person;
- (b) Accidental **damage** to **property**;
- (c) Nuisance, trespass to land, trespass to goods or interference with any easement of air, light, water or way;

We will not provide indemnity in respect of any liability which arises from any deliberate act or omission by **you**, which could reasonably have been expected having regard to the nature and circumstances of such act or omission, or which is a natural consequence of the ordinary conduct of **your business**;

happening during the period of insurance and caused either in connection with the **business** or by **products**.

We will, in addition, indemnify **you** against **legal costs**, other than in respect of any claim which is brought within the legal jurisdiction of the United States of America or Canada, in which circumstances **legal costs** shall be included within the limit of indemnity.

The total amount **we** will pay in respect of damages for:

- (a) any one **event**;
 - (b) all **events** happening during any period of insurance caused by **products**;
 - (c) all **events** arising from **pollution or contamination** which **we** deem to have occurred during any period of insurance;
- shall not exceed the limit of indemnity shown in the schedule.

Where **we** are liable to indemnify more than one person, the total amount of indemnity to all parties, including **you**, in respect of damages arising from one **event** shall not exceed the limit of indemnity shown in the schedule.

What is not covered

No indemnity will be provided in respect of the following:

- (1) Any liability arising from advice, design or specification provided for a fee or for which a fee would normally be charged.
- (2) Any liability arising directly or indirectly from the following:
 - (i) Mining, processing, manufacturing, removing, handling, disposing of, treatment of, distributing or storing of **asbestos**.
However, this shall not apply where removing, handling or disposing of **asbestos** does not form part of **your** usual business or any contract work undertaken and
 - **you** have complied with any legal obligations to manage **asbestos** and
 - any discovery of **asbestos** by **you** is unintentional and accidental and
 - where, upon discovery of **asbestos**, all work immediately stops and
 - a HSA preferred asbestos removal contractor is employed to make safe the area in which the discovery is made as soon as is practicable and who has Employers' and Public liability insurance in force which provides limits of indemnity no less than those provided by **your** policies and which do not exclude the work to be carried out;
 - (ii) Fears of the consequences of exposure to, or inhalation of **asbestos**.

continued

What is covered

What is not covered

- (3) Any liability arising from any contract in respect of **products** supplied or contract work executed, by **you**, unless liability would have attached in the absence of that contract.
- (4) Any liability arising from **damage to property** which is owned or held in trust, by **you** or which is in **your** custody or control. This exclusion will not apply in respect of the following:
 - (a) Personal effects, including vehicles and their contents, belonging to **authorised clergy, employed persons, church committee** members or visitors.
 - (b) Premises and their contents not owned by, leased or rented by **you** at which **you** are undertaking work in connection with the **business**.
 - (c) Premises and their contents, hired by, or leased, rented or borrowed by **you**, but **we** shall not be liable for:
 - (i) any liability arising solely under the terms of any contract or agreement;
 - (ii) any liability which arises from an agreement to maintain in force insurance against loss of or damage to the premises and their fixtures and fittings.
- (5) The costs of remedying any defect, or alleged defect, in premises which **you** have disposed of.
- (6) **Damage** to or the costs of recall, removal, repair, alteration, replacement or reinstatement of any **product** supplied or contract work executed, by **you** which is caused by:
 - (a) a defect;
 - (b) its unsuitability for its intended purpose.
- (7) Any liability arising from **bodily injury** to any **employed person** caused in connection with the **business**.

continued

What is covered

What is not covered

- (8) (a) Fines or penalties.
- (b) Liquidated damages.
- (c) Any compensation awarded by a Court of Criminal Jurisdiction.
- (d) Multiplied, aggravated, exemplary, or punitive damages.
- (9) Any liability arising from the following:
 - (a) The use by **you** or on **your** behalf, of any premises situated in the United States of America or Canada.
 - (b) **Products** sold or supplied on **your** behalf, from any premises situated in the United States of America or Canada.
 - (c) **Products** exported by **you** or on **your** behalf, to the United States of America or Canada.
- (10) Any liability arising from the supervision or execution of any manual work or contract undertaken outside of the European Union, the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man.
- (11) Any liability arising directly, or indirectly, from **pollution or contamination**, unless the **pollution or contamination** is caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific moment in time and place during the period of insurance.
For the purposes of this exclusion, all **pollution or contamination** which arises out of one incident, shall be deemed to have occurred at the time such incident takes place.
- (12) Any liability arising from:
 - (a) **products** incorporated in any craft designed to travel through air or space;
 - (b) **products** incorporated in any waterborne craft which could affect its safety, navigation or propulsion;
 - (c) **products** incorporated in mechanically propelled vehicles which could affect their safety;
 - (d) **products** incorporated in gas, chemical, petrochemical or power generation plant which is directly connected to manufacture, processing, storage or power generation; and which have been specifically supplied by **you** for that purpose.

continued

What is covered

What is not covered (continued)

- (13) Any liability connected with any error or omission in the provision of **pastoral care services**.
- (14) Any liability connected with any error or omission in the provision of professional counselling services.
- (15) Any liability arising from ownership, possession or use by **you** or on **your** behalf of:
 - (a) Any mechanically propelled vehicle
 - (b) Any craft designed to travel in, on or through water, air or space. This exclusion shall not apply to any non-mechanically propelled waterborne craft of less than 9 metres in length whilst operated on inland waterways, or within 3 miles of the coast.
- (16) Any liability arising from:
 - (i) The alteration, construction, demolition, maintenance (other than routine maintenance) of the **premises** or work in or on buildings at a height exceeding 6 metres from ground level.
 - (ii) The use of power driven woodworking machinery including chain saws other than portable hand held tools.
 - (iii) Tree felling or lopping.
 - (iv) Farming or any farm related activity.
 - (v) Work involving the use of scaffolding.
 - (vi) Work involving welding.
- (17) Any liability arising from:
 - (i) The use of inflatable 'bouncy castles' and similar such childrens' amusements.
 - (ii) Gymkhanas, hunting, steeple chasing, racing other than on foot and shooting including clay pigeon shooting.
- (18) Any liability arising from:
 - (i) Lifts or elevators which at any time carry passengers.
 - (ii) Any pressure vessel.
 - (iii) Spectators' stands.
- (19) Any liability arising from damage to property where there is a requirement to arrange cover under the R.I.A.I conditions or any similar clause

Extensions (each of which is subject to the terms of this policy)

What is covered

1. Compensation for court attendance

If **we** request any of the following categories of people to attend court as a witness in connection with a claim under this policy, **we** will provide **you** with the following rates of compensation for each day on which attendance is required.

Any of your authorised clergy or church committee members	€750
Any employed person	€375

2. Contingent motor liability

Notwithstanding the Vehicles exclusion (15), **we** will indemnify **you** alone in respect of legal liability for **injury** or **damage** arising out of the use by any **employee**, in the course of the **business**, of any mechanically propelled vehicle which is neither owned by, nor provided by, **you**.

Guidance note (not forming part of the policy)

It is not common practice to ask private individuals if they have their own motor insurance cover in force, but difficulties can occur with the use of commercial vehicles or site plant. It is always good practice to check that statutory motor insurance is in place. This is particularly so with risks where the multiple carriage of passengers is involved for example as in the use of trucks or tractors to tow trailers in any parade, street entertainment or similar social or fund-raising activity. Motor insurance should be arranged by the owners of such vehicles which should include cover in respect of liability for passengers carried.

You should obtain written confirmation that the appropriate motor insurance cover is in force.

What is not covered

We will not provide an indemnity in respect of the following:

- (a) **Damage** to such vehicle or any **property** contained or being transported within it.
- (b) **Injury** or **damage** arising while the vehicle is being driven by **you**.
- (c) **Injury** or **damage** arising while the vehicle is being driven by any person who, to **your** knowledge, does not hold a licence to drive such a vehicle (unless they have held, and are not disqualified for holding or obtaining, such a licence).
- (d) Circumstances where **you** are entitled to indemnity under any other insurance.
- (e) **Injury** or **damage** arising outside the **geographical limits**.

What is covered

3. Cross liabilities

If **you** consist of more than one party, **we** will indemnify each party in the terms of this policy against liability incurred to the other in the same manner, and to the same extent, as if a separate policy had been issued to each, subject to the maximum amount payable in respect of damages arising out of one **event** to all such parties not exceeding the limit of indemnity.

4. Data protection

Definition specific to this extension

Data protection legislation

means Regulation (EU) 2016/679 (the "General Data Protection Regulation" or the "GDPR") and the Data Protection Act 2018 (the "DPA") or any subsequent legislation which specifically replaces GDPR or the DPA.

We will indemnify **you** against **your**

- (a) legal liability to pay damages and **legal costs** for material and non-material damage;
- (b) defence costs and prosecution costs awarded against **you**;

resulting from any breach or alleged breach of **data protection legislation** happening during the period of insurance arising out of the conduct of **your business**.

In the event that any policy of insurance in force immediately prior to this extension expressly provided cover for **data protection legislation** on the basis of an indemnity for claims made during the period of insurance, and in the event that a claim is first made against **you** in the period of insurance in respect of **data protection legislation**, then the indemnity provided by this extension is extended to indemnify **you** provided that **we** shall not be liable for

- 1 claims not insured by this extension;
- 2 any claim or notice notified later than twenty-eight days after receipt of such claim or notice.

The total amount **we** will pay in respect of

- (a) shall not exceed the limit of indemnity shown on the schedule;
- (b) shall not exceed €100,000 any one claim and in the aggregate any one period of insurance.

What is not covered

We will not provide any indemnity in respect of

- (a) the payment of fines, penalties, punitive or exemplary damages;
- (b) the costs of replacing, reinstating, rectifying, erasing, blocking or destroying any personal data;
- (c) liability arising from or caused by a deliberate or intentional act or omission by **you**;
- (d) liability arising out of circumstances which may give rise to a claim or prosecution which have been notified to or ought to have been notified to previous insurers or which were known to **you** at the inception of this extension;
- (e) legal liability where indemnity is provided by any other insurance.

What is covered

5. Errors and omissions

Guidance note (not forming part of the policy)

Under Cover 2 of this section we provide cover for your liabilities arising from physical injury to third parties or damage to third party property.

Under this Extension (5) we provide cover for some liabilities which you may incur in other circumstances and which involve an alleged or actual 'breach of duty' on your part. An example would be the double-booking of two wedding ceremonies.

This insurance covers only those losses which arise from claims made and notified to **us** during the period of insurance.

We will indemnify **you** against all sums which **you** become legally liable to pay as damages and all other costs and expenses as a result of errors or omissions in the rendering of services and facilities provided by **you** or on **your** behalf in connection with **your business** which gives rise to a claim made against **you** and notified to **us** during the period of insurance.

The most **we** will pay under this extension in the period of insurance will be €150,000.

All claims resulting from a single error or omission will be deemed to have been made during the period in which the first claim was accepted by **us**.

What is not covered

We will not provide any indemnity in respect of the following:

- (a) Liability where indemnity is provided by any other insurance.
- (b) Liability in respect of **bodily injury** or **damage** to property.
- (c) Any person committing or condoning any criminal, dishonest or fraudulent act or omission.
- (d) Liability assumed by agreement unless liability would have attached without such agreement.
- (e) The consequences of any circumstances known to **you** at the commencement of this cover which may give rise to a claim.
- (f) Advice, design or specification given for a fee or for which a fee is normally payable, professional counselling services or **pastoral care services**.
- (g) Any legal action brought in a court of law outside the **geographical limits**.
- (h) Liability for any claim made against **you** by reason of any act committed or alleged to have been committed prior to the retroactive date shown on the schedule.
- (i) Liability arising from any allegation of unfair or wrongful dismissal and all other employment disputes.
- (j) Liability arising from any allegation of discrimination.

What is covered

6. Errors and omissions – independent examination

This insurance covers only those losses which arise from claims made and notified to **us** during the period of insurance.

We will indemnify **your** appointed Independent Examiner against all sums which the Independent Examiner becomes legally liable to pay as damages and all other costs and expenses as a result of errors or omissions in the independent examination of **your** accounts as required by legislation which gives rise to a claim made against the Independent Examiner and notified to **us** during the period of insurance.

The most **we** will pay under this extension in the period of insurance will be €40,000.

All claims resulting from a single error or omission will be deemed to have been made during the period in which the first claim was accepted by **us**.

7. Indemnity to private hirers

At **your** request, the indemnity provided by Cover 2 will extend to include liability incurred by any persons hiring **your premises** in connection with the organisation of a private social event on no more than three occasions per hirer during the period of insurance.

The most **we** will pay under this extension inclusive of all damages, costs and expenses is:

- (i) €2,500,000 any one **event**;
- (ii) €2,500,000 any one period of insurance for claims arising from **products**.

What is not covered

We will not provide any indemnity in respect of the following:

- (a) Liability where indemnity is provided by any other insurance.
- (b) Liability in respect of **bodily injury** or **damage** to property.
- (c) Any person committing or condoning any criminal, dishonest or fraudulent act or omission.
- (d) Liability assumed by agreement unless liability would have attached without such agreement.
- (e) The consequences of any circumstances known to the Independent Examiner at the commencement of this cover which may give rise to a claim.
- (f) Liability arising from a full audit of the accounts by a registered auditor.
- (g) Any legal action brought in a court of law outside the **geographical limits**.
- (h) Liability for any claim made against **you** by reason of any act committed or alleged to have been committed prior to the retroactive date shown on the schedule.

We will not provide an indemnity in respect of the following:

- (a) Liability incurred in respect of accidents away from the hired premises.
- (b) Liability arising out of food and drink supplied at the event where such goods have been supplied by a professional caterer.
- (c) Liability arising out of the use of 'bouncy castles' or other inflatables, fly walls, bungee equipment or any similar activity equipment.
- (d) Liability arising from bonfires and fireworks.
- (e) Liability arising out of any organised sports activities.
- (f) Liability arising out of any other activity of a hazardous nature.
- (g) Liability assumed by agreement unless liability would have attached without such agreement.
- (h) Liability which is insured elsewhere under any other policy.

What is covered

8. Libel and slander

This insurance covers only those losses which arise from claims made against **you** during the period of insurance.

We will indemnify **you** against liability incurred by **you** arising from or caused by:

- (i) the publication or utterance by **you** or on **your** behalf of a libel or slander;
- (ii) infringement of trademark, registered design, copyright or patent right.

Provided that a claim is first made against **you** during the period of insurance.

The most **we** will pay under this extension is €400,000 in any one period of insurance.

All claims arising from a single libel, slander or infringement will be deemed to have been made during the period in which the first claim was accepted by **us**.

9. Overseas personal liability

We will indemnify **you** and if **you** request any **employee** or churchwarden of **yours** for personal liability for **injury** or **damage** arising other than in connection with the **business** or any business of the person claiming indemnity while such persons are temporarily outside the **geographical limits** in connection with the **business**.

We will in addition indemnify **you** against **legal costs** other than in respect of any claim which is brought within the legal jurisdiction of the United States of America or Canada in which circumstances **legal costs** shall be included within the limit of indemnity.

The most we will pay under this extension for damages for any one **event** is €6,500,000 (or the Public and products liability limit of indemnity if lower).

What is not covered

We will not provide any indemnity in respect of:

- (a) Liability where indemnity is provided by any other insurance.
- (b) Liability assumed by agreement unless liability would have attached without such agreement.
- (c) The consequences of any circumstances known to **you** at the commencement of this cover which may give rise to a claim.
- (d) Criminal or intentional libel, slander or infringement.
- (e) Any damages, costs or expenses brought about by the personal spite or ill will of **you** towards a claimant.
- (f) Publication or utterances made at the direction of any party entitled to indemnity by this section with the knowledge of the libellous or slanderous effect thereof.
- (g) Any legal actions in a court of law outside the **geographical limits**.

We will not provide any indemnity for any liability:

- (i) Which attaches solely because of a contract.
- (ii) Arising out of the ownership or occupation of land or buildings.
- (iii) Where indemnity is provided by any other insurance.
- (iv) Arising from any craft designed to travel in, on or through water, air or space but this exclusion shall not apply to any watercraft hired or borrowed and which are less than 5 metres in length and with a maximum speed of less than 15 knots, while operated on inland waterways or within 3 miles of the coast.
- (v) Arising from any mechanically or electrically propelled vehicle.
- (vi) In respect of **damage** to property belonging to or in the custody or control of or held in trust by **you** or any **employee** or churchwarden of **yours**.

Guidance note (not forming part of the policy)

This extension provides indemnity for those involved in pastoral care services as defined on page 53.

Pastoral care involves the use of counselling skills, ethical behaviour and confidentiality by those engaged in such work. Guidelines for good practice have been published by various church organisations and may be available from your diocese or church bookshop. It is important to keep up to date with current 'best practice'.

In the delivery of pastoral care services to individuals, if matters remain unresolved, it is strongly recommended that (unless there are prior concerns) after six such pastoral care meetings relating to a particular issue, the recipient should be advised to seek professional counselling.

NB. The cover does not embrace counselling and despite common features it is important to differentiate between the activities of pastoral care and counselling.

Counselling is increasingly recognised as a profession (although perhaps undertaken as an unpaid vocation). Established counselling associations provide training, accreditation and require the observance of a code of practice. Supervision is also an important feature. Persons engaged in professional counselling should ensure they have their own specific counselling indemnity insurance.

Please contact us if you require further information.

What is covered**10. Pastoral care indemnity**

This insurance covers only those losses which arise from claims made and notified to **us** during the period of insurance.

Notwithstanding the **pastoral care services** exclusion (13), **we** will indemnify **you** against all sums which **you** become legally liable to pay as damages and all other costs and expenses as a result of neglect, error or omission in the rendering of **pastoral care services** provided by **your** clergy or **employees** in connection with **your business** which gives rise to a claim made against **you** and notified to **us** during the period of insurance for the following:

- (1) Accidental **bodily injury** to persons other than any **employed person**.
- (2) Accidental loss of or **damage** to **property** not belonging to **you**.
- (3) Pecuniary loss other than arising from (1) or (2) above.

The most **we** will pay under this extension in the period of insurance will be:

- (a) €6,500,000 for claims arising under (1) or (2) above;
- (b) €150,000 for claims arising under (3) above.

All claims resulting from a single neglect, error or omission will be deemed to have been made during the period in which the first claim was accepted by **us**.

What is not covered

We will not provide any indemnity in respect of the following:

- (a) Liability where indemnity is provided by any other insurance or other extension of this policy.
- (b) Any person committing or condoning any criminal, dishonest or fraudulent act or omission.
- (c) Liability assumed by agreement unless liability would have attached without such agreement.
- (d) The consequences of any circumstances known to **you** at the commencement of this cover which may give rise to a claim.
- (e) Liability arising from professional counselling services.
- (f) Any legal action brought in a court of law outside the **geographical limits**.
- (g) Liability for any claim made against **you** by reason of any act committed or alleged to have been committed prior to the retroactive date shown on the schedule.

Special condition specific to this extension

It is a **condition precedent to liability** that **you** shall exercise reasonable care and diligence in the selection, appointment and supervision of persons undertaking **pastoral care services** on **your** behalf.

What is covered

11. Church committee and trustee indemnity

The cover provided by this extension is in force only if **you** are permitted to avail of this type of insurance.

This insurance covers only those losses which arise from claims made and notified to **us** during the period of insurance.

- (a) **We** will indemnify:
- (i) The **trustee** against all sums which the **trustee** becomes legally liable to pay as damages and all other costs and expenses as a result of the **wrongful act** which gives rise to a claim made against the **trustee** and notified to **us** during the period of insurance.
 - (ii) The **church committee** against all sums which the **church committee** is required or permitted by law to pay to or on behalf of the **trustee** for the **trustee's** legal liability for damages and all other costs and expenses as a result of the **wrongful act** which gives rise to a claim made against the **trustee** and notified to **us** during the period of insurance.
- (b) **We** will indemnify the **church committee** and **trustee** against all sums which the **church committee** or **trustee** becomes legally liable to pay as damages and all other costs and expenses including reasonable costs incurred for restoration as a result of a document relating to the **business** being subject to **damage** which is discovered during the period of insurance and notified to **us** within 30 days.

Personal cover

- (1) **We** will treat:
- (a) the application for this insurance as a separate application for cover by each **trustee**;
 - (b) each claim made against any **trustee** and each loss suffered by any **trustee** as personal to that **trustee**;
 - (c) each claim for indemnity by any **trustee** as personal to that **trustee**;
- and the right of each **trustee** to indemnity shall not be affected by the situation or conduct of anyone else.

continued

What is not covered

We will not provide any indemnity in respect of the following:

- (a) Anything for which indemnity is provided under any other section or extension to this policy or by any other source.
- (b) Anything which was done when known to be a **wrongful act** or ignoring that possibility.
- (c) The consequences of any circumstances known by the **church committee** or **trustee** at the commencement of this cover which may give rise to a claim.
- (d) Liability arising from **bodily injury** to any person, **damage** to property (other than as provided under paragraph (b) of this extension) or infringement of intellectual property rights.
- (e) Liability arising from the rendering of any counselling, advice or other service.
- (f) Anything done in the capacity of trustee or administrator of any pension fund or scheme.
- (g) Any person committing or condoning any criminal, dishonest or fraudulent act or omission.
- (h) Liability assumed by agreement unless liability would have attached without such agreement.
- (i) Liability arising from any failure to arrange or maintain insurance.
- (j) Any legal action brought in a court of law outside the **geographical limits**.
- (k) Liability arising from any allegation of unfair or wrongful dismissal and any other employment dispute.
- (l) Liability arising from anything manufactured, sold or supplied by or on behalf of **you**.
- (m) Liability arising from any:
 - (i) personal guarantee or assurance given by the **trustee** to anyone (other than the **trustee** giving assurance that the **trustee** has the authority to do something); or
 - (ii) agreement that the **trustee** shall pay any penalty or fixed sum of money unless the **trustee** would still be legally liable even if that guarantee, assurance or agreement did not exist.

What is covered

- (2) If the legal liability of the **trustee** is imputed or transferred to the lawful spouse of the **trustee** or any person deriving similar status in law **we** will provide to that person the personal indemnity to which the **trustee** would be otherwise entitled under this extension.
- (3) If the **trustee** should die, become insolvent or mentally incapacitated **we** will provide to the estate, heirs, legal representatives or assigns of the **trustee** the personal indemnity to which the **trustee** is entitled under this extension.
- (4) If the lawful spouse of the **trustee** or any person deriving similar status in law is entitled to any indemnity under 2 above and dies, becomes insolvent or mentally incapacitated **we** will provide that person's estate, heirs, legal representatives or assigns the personal indemnity to which that person is so entitled.

The most **we** will pay under this extension is €250,000 any one period of insurance.

All claims resulting from a single **wrongful act** will be deemed to have been made during the period in which the first claim was accepted by **us**.

What is not covered

Definitions specific to this extension

Trustee

means any trustee, officer, member or **employee** of the **church committee**.

Wrongful act

means any actual or alleged act which is wrongfully committed or attempted by the **trustee** when carrying out his or her duties as a **trustee**.

Special condition specific to this extension

The **church committee** shall submit annual reports and accounts to their appropriate regulatory authority in accordance with prescribed timescales.

In the event of **your** auditor or independent examiner qualifying their opinion or expressing concerns about **your** accounts, accounting procedures or financial position in any of **your** Report and Accounts notification of such qualification and subsequent action taken by **you** and **your** regulatory authority is to be notified to **us** as soon as reasonably possible.

What is covered

12. Professional counselling services

This extension is optional. The schedule will show if it is in force.

This insurance covers only those losses which arise from claims made and notified to **us** during the period of insurance.

We will indemnify **you** against all sums which **you** become legally liable to pay as damages and all other costs and expenses as a result of neglect, error or omission in the rendering of professional counselling services in conjunction with **your business** which are provided by persons whose names have been supplied to **us** and which gives rise to a claim made against **you** and notified to **us** during the period of insurance for the following:

- (1) Accidental **bodily injury** to or death, illness or disease of persons other than any **employed person**.
- (2) Accidental loss of or **damage** to **property** not belonging to **you**.
- (3) Pecuniary loss other than arising from (1) or (2) above.

The most **we** will pay under this extension in the period of insurance will be:

- (a) €5,000,000 (or the Public and products liability limit of indemnity if lower) for claims arising under (1) or (2) above;
- (b) as shown in the schedule for claims arising under (3) above.

All claims resulting from a single neglect, error or omission will be deemed to have been made during the period in which the first claim was accepted by **us**.

What is not covered

We will not provide any indemnity in respect of the following:

- (a) Liability where indemnity is provided by any other insurance or other extension of this policy.
- (b) Any person committing or condoning any criminal, dishonest or fraudulent act or omission.
- (c) Liability assumed by agreement unless liability would have attached without such agreement.
- (d) The consequences of any circumstances known to **you** at the commencement of this cover which may give rise to a claim.
- (e) Any legal action brought in a court of law outside the **geographical limits**.
- (f) Liability for any claim made against **you** by reason of any act committed or alleged to have been committed prior to the retroactive date shown on the schedule.

Special condition specific to this extension

It is a **condition precedent to liability** that **you** shall exercise reasonable care and diligence in the selection, appointment and supervision of persons undertaking professional counselling services on **your** behalf.

What is covered

13. Medical Expenses

At **your** request on compassionate grounds, **we** will meet any reasonable medical expenses incurred by any person other than an **employee** resulting from an accident happening within the **geographical limits** arising out of **your** parish business or activities.

This extension will be inoperative if you have disclosed its existence without our consent.

The most **we** will pay under this extension is €1,500 any one person and €5,000 any one period of insurance.

14. Additional clean-up costs

Definitions specific to this extension

Environmental legislation

means any legislation enacted within the Republic of Ireland governing the

- (i) prevention and control of pollution and contamination;
- (ii) protection of the environment.

Regulatory authority

means any statutory authority regulator or legal body which has authority under **environmental legislation** to legally require or order **remediation** or to conduct **remediation** itself and to recover the costs of doing so from others.

Remediation

means the minimum level of works or operations necessarily conducted under the provisions of the **environmental legislation** to investigate, treat, remove, dispose of, curtail or minimise pollution but this will not include any works or operations

- (i) to reinstate reintroduce or restore flora or fauna;
- (ii) to restore natural habitats or species protected by **environmental legislation** or the services that those natural habitats or species perform;
- (iii) which improve the state or condition of land or water in comparison with its state or condition immediately prior to the incident that caused the **Pollution or contamination**.

What is not covered

What is covered

We will indemnify **you** against **your** legal liability in respect of the cost of

- (a) **Remediation** which you are legally required or ordered to conduct by a **regulatory authority**;
- (b) **reimbursing** a **regulatory authority** where **remediation** has been conducted by or on behalf of the **regulatory authority**;

arising from **pollution or contamination** caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific point in time and place during the period of insurance and in connection with the **business**.

All **pollution or contamination** which arises out of one incident shall be deemed to have occurred at the time such incident takes place.

You shall be liable for 10% of the cost of any claim giving rise to indemnity under this extension subject to a minimum contribution of €4,000.

The maximum amount payable under this extension shall not exceed €2,000,000 in the aggregate in respect of all incidents occurring during the period of insurance.

What is not covered

No indemnity will be provided in respect of the removal or disposal of any waste deposited by or on **your** behalf

Prosecution defence costs

What is covered

We will subject to the limit of indemnity indemnify **you** in respect of:

- (a) **legal costs** and expenses incurred with **our** written consent;
- (b) costs awarded against **you**; in connection with the defence of any criminal proceedings or an appeal against a conviction arising from such proceedings brought for a breach of:
 - (i) the Safety, Health and Welfare at Work Act 2005;
 - (ii) the Sale of Goods and Supply of Services Act 1980;
 - (iii) the Defective Products Act 1991;
 - (iv) the Food Safety Authority of Ireland Act 1998; alleged to have been committed during the period of insurance in connection with the **business**.

What is not covered

We will not provide any indemnity:

- (a) where indemnity is provided by any other insurance;
- (b) in circumstances where **injury** or **damage** has occurred which may be the subject of a claim under either the Employers' liability or Public and products liability covers of this section;
- (c) in respect of fines or penalties of any kind;
- (d) in respect of any costs, expenses or reimbursements resulting from an order made under Section 54 or resulting from any charges under Section 21 of the Food Safety Authority of Ireland Act 1998;
- (e) where the proceedings have resulted from any deliberate act or omission by:
 - (i) **you** or any **authorised clergy, church committee** member or churchwarden of **yours**;
 - (ii) any **employee** of **yours** who has specific responsibility for compliance with the above legislation;

which could reasonably have been expected to constitute a breach of the above legislation.

Limit of indemnity

The total amount **we** will pay in respect of any one claim under this cover shall not exceed €500,000.

7 Legal expenses

The schedule will show if this section applies and the cover in force.

Guidance note (not forming part of the policy)

We are responsible for paying any claims under this section but ARAG manage all claim matters and correspondence on our behalf. Claims are usually handled by an appointed representative appointed by ARAG. Claims outside the Republic of Ireland may be dealt with by ARAG Offices elsewhere in Europe.

You can phone ARAG at any time for legal advice on any commercial legal problem affecting your business, subject to the laws of the Republic of Ireland, the United Kingdom, the Isle of Man and the Channel Islands.

1850 670 747

*If your issue cannot be dealt with through legal advice and needs to be dealt with as a potential claim under this section, please phone ARAG on **01 670 7470** and ARAG will send you a claim form. ARAG cannot confirm cover for your claim over the phone. Please send your completed claim form or written details of your claim to:*

*Claims Department
ARAG Legal Protection Limited
Europa House
Harcourt Centre
Harcourt Street
Dublin D02 WR20
Or e-mail to claims@arag.ie*

Once you have sent ARAG the details of your claim and if ARAG have accepted it, ARAG will start to resolve your legal problem.

Please do not ask for help from a solicitor or accountant before ARAG have agreed. If you do we will not pay the costs involved.

Registered office:

ARAG Legal Protection Limited is registered in Republic of Ireland number 639625. Registered address: Europa House, Harcourt Centre, Harcourt Street Dublin 2, D02 WR20. ARAG Legal Protection Limited is regulated by the Central Bank of Ireland.

PRIVACY STATEMENT

This is a summary of how ARAG collect, use, share and store personal information. To view ARAG's full privacy statement, please see ARAG's website www.arag.ie

Collecting personal information

ARAG may be required to collect certain personal or sensitive information which may include name, address, date of birth and if appropriate medical information. ARAG will hold and process this information in accordance with all relevant data protection regulations and legislation. Should ARAG ask for personal or sensitive information, ARAG undertake that it shall only be used in accordance with ARAG's privacy statement. ARAG may also collect information for other parties such as suppliers ARAG appoint to process the handling of a claim.

Using personal or sensitive information

The reason ARAG collect personal or sensitive information is to fulfil ARAG's contractual and regulatory obligations in providing this insurance product, for example to process premium or handle a claim. To fulfil these obligations, ARAG may need to share personal or sensitive information with other organisations. ARAG will not disclose personal or sensitive information for any purpose other than the purpose for which it was collected. Please refer to ARAG's full privacy statement for full details.

Keeping personal information

ARAG shall not keep personal information for any longer than necessary.

Your rights

You have a number of rights in relation to how ARAG hold personal data including; the right to a copy of the personal data ARAG hold; the right to object to the use of personal data or the withdrawal of previously given consent; the right to have personal data deleted.

For a full list of privacy rights and when ARAG will not be able to delete personal data, please refer to ARAG's full privacy statement.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below.

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Appointed representative

means the lawyer or accountant or other suitably qualified person who has been appointed to act for an ***insured person*** in accordance with the terms of this section.

Costs and expenses

means

(1) ***Legal costs***

All reasonable and necessary costs chargeable by the ***appointed representative*** on a party/party basis. Also the costs incurred by opponents in civil cases if an ***insured person*** has been ordered to pay them or pays them with ***our*** agreement.

(2) ***Accountants' costs***

A reasonable amount in respect of all costs reasonably incurred by the ***appointed representative*** in accordance with ***our*** claims handling instructions.

(3) ***Attendance expenses***

The ***insured person's*** salary or wages for the time that the ***insured person*** is off work to attend any arbitration court or tribunal hearing at the request of the ***appointed representative*** or as a defendant or while attending jury service. ***We*** will pay for each half or whole day that the court, tribunal or the ***insured person's*** employer will not pay for.

The amount ***we*** will pay is based on the following.

- (a) The time the ***insured person*** is off work including the time it takes to travel to and from the hearing. This will be calculated to the nearest half-day assuming that a whole day is eight hours.
- (b) If the ***insured person*** works full-time the salary or wages for each whole day equals $\frac{1}{250}$ th of the ***insured person's*** yearly salary or wages.
- (c) If the ***insured person*** works part-time the salary or wages will be a proportion of the ***insured person's*** weekly salary or wages.

Date of occurrence

means

- (1) For civil cases (other than ***Insured event 6*** -Tax Protection) when the cause of the action accrued.
- (2) For criminal cases when the ***insured person*** commenced or is alleged to have commenced to violate the criminal law in question.
- (3) For Tax Protection when the relevant authority sends an assessment or written decision to the ***Insured*** following an audit.

Insured events

means the circumstances in which the insurance provided by this section will operate as described in each separate cover.

Insured person

means **you** and **your** employees and **your authorised volunteers**.

Limit of indemnity

means the most **we** will pay in **costs and expenses**, and any compensation awards payable by **us**, for all claims resulting from one or more events arising at the same time or from the same originating cause.

Please refer to the policy schedule for this amount.

The most **we** will pay for the total of all compensation awards in respect of employment disputes in any one **period of insurance** shall not exceed the aggregate limit as shown in the policy schedule.

This aggregate limit will form part of and not be in addition to the **limit of indemnity**.

Period of insurance

means the period for which **we** have agreed to cover the **insured person** and for which the premium has been paid.

Territorial limit

means

For **insured events** 2 Bodily injury, 3 Legal defence for you (excluding 3 (3)) and 4 Legal defence for your employees and authorised volunteers (excluding 4 (3))

The European Union, the United Kingdom of Great Britain and Northern Ireland, the Isle of Man, the Channel Islands, Albania, Andorra, Bosnia Herzegovina, Croatia, Gibraltar, Iceland, Liechtenstein, Macedonia, Monaco, Montenegro, Norway, San Marino, Serbia, Switzerland and Turkey.

For all other **insured events**

The Republic of Ireland.

We/us/our

means ARAG Legal Protection Limited

What is covered**Applying to all insured events**

We will indemnify the **insured person** in respect of any **insured event** arising in connection with **your** business or activities as long as:

- (a) the **date of occurrence** of the **insured event** happens during the **period of insurance** and within the **territorial limit**;

and

- (b) any legal proceedings will be dealt with by a court or other body which **we** agree to in the **territorial limit**;

and

- (c) in civil claims it is always more likely than not that an **insured person** will recover damages (or obtain any other legal remedy which **we** have agreed to) or make a successful defence.

For all **insured events** **we** will help in appealing or defending an appeal as long as the **insured person** tells **us** within the time limits allowed that they want **us** to appeal. Before **we** pay any **costs and expenses** for appeals, **we** must agree that it is always more likely than not that the appeal will be successful.

If an **appointed representative** is used **we** will pay the **costs and expenses** incurred for this.

We will pay the Employment Financial Compensation Awards that **we** have agreed to.

For Insured event 2 Bodily injury we will pay the application fee required by the Personal Injuries Assessment Board.ie (PIAB).

The most **we** will pay for all claims resulting from one or more event arising at the same time or from the same originating cause is shown as the **limit of indemnity** in the policy schedule.

What is not covered

Applying to all insured events

- (1) Any claim reported to **us** more than 180 days after the date an **insured person** should have known about the **insured event**.
- (2) Any **costs and expenses** incurred before the written acceptance of a claim by **us**.
- (3) Fines, penalties, compensation or damages which the **insured person** is ordered to pay by a court or other authority other than compensation awards as covered under **insured event 5** Cover 2 Employment Financial Compensation Awards.
- (4) Any claim arising out of ecclesiastical law and falling within the jurisdiction of the ecclesiastical courts.
- (5) Any claim relating to patents, copyrights, trademarks, merchandise marks, registered designs, intellectual property, secrecy and confidentiality agreements.
- (6) Any claim relating to franchise rights or agency rights where **you** have the legal capacity to alter the legal relations of another.
- (7) Any **insured event** deliberately or intentionally solicited by an **insured person**.
- (8) A dispute with **us** not otherwise dealt with under Condition 7.
- (9) Any claim relating to a shareholding or partnership share in **you** unless such shareholding was acquired under a scheme open to all **your** employees or a substantial number of them of a certain minimum grade other than **your** directors or partners.
- (10) Judicial review.
- (11) Any legal action an **insured person** takes which **we** or the **appointed representative** have not agreed to or where the **insured person** does anything that hinders **us** or the **appointed representative**.
- (12) When either at the commencement of or during the course of a claim **you** are bankrupt or have filed a bankruptcy petition, or winding-up petition, or have made an arrangement with **your** creditors, or have entered into a deed, arrangement or are in liquidation or part or all of **your** affairs or property are in the care or control of a receiver or administrator.
- (13) Any allegation against the **insured person** involving assault, violence or defamation.

What is covered

Insured event 1

Property protection

We will negotiate for **your** legal rights in any civil action relating to material property which is owned by **you** or **your** responsibility following:

- (1) any event which causes or could cause physical damage to such material property; or
- (2) any nuisance or trespass.

Insured event 2

Bodily injury

At **your** request **we** will negotiate for an **insured person's** and their family members' legal rights following an event which causes the death of or bodily injury to them.

This includes assisting the **insured person** (and family member if applicable) through **our** claims and legal advice service to register their claim with the Personal Injuries Assessment Board.ie (PIAB).

What is not covered

Any claim relating to the following:

- (i) A contract entered into by **you**.
- (ii) Goods in transit or goods lent or hired out.
- (iii) Goods at premises other than those occupied by **you** unless the goods are at such premises for the purpose of installations or use in work to be carried out by **you**.
- (iv) Mining subsidence.
- (v) Defending **your** legal rights other than in defending a counter-claim.
- (vi) A motor vehicle owned by or hired or leased to or used by an **insured person**.

Any claim relating to the following:

- (i) Any illness or bodily injury which develops gradually or is not caused by a specific or sudden accident.
- (ii) Defending an **insured person's** or their family members' legal rights other than in defending a counter-claim.
- (iii) A motor vehicle owned by or hired or leased to or used by an **insured person**.
- (iv) The cost of obtaining a medical report when registering a claim with the IB.

What is covered

Insured event 3

Legal defence for you

- (1) **We** will defend **your** legal rights:
 - (a) prior to the issue of legal proceedings when dealing with the Gardaí or Health and Safety Authority or regional health boards where it is alleged that **you** have or may have committed a criminal offence; or
 - (b) following an event which leads to **you** being prosecuted in a court of criminal jurisdiction.
- (2) **We** will defend **your** legal rights following civil action taken against **you** for wrongful arrest in respect of an accusation of theft alleged to have been carried out during the **period of insurance**.
- (3) **We** will represent **you** in appealing against the imposition or terms of any Statutory Notice issued under legislation affecting **your** business.
- (4) **We** will pay **costs and expenses**
 - (a) to defend **your** legal rights following civil action taken against **you** for compensation under data protection legislation when handling personal data in **your** capacity as a data controller and/or a data processor by
 1. an individual.
We will also pay any compensation award up to the **Limit of Indemnity** in respect of such a claim.
 2. a data controller and/or data processor which arises out of or relates to a claim made by an individual for compensation against that data controller and/or data processor.
We will not pay any compensation award in respect of such a claim.

Provided that in respect of (a) 1.

any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default or is payable under settlement approved in advance by **us**.

continued

What is not covered

- (i) Any claim which leads to **you** being prosecuted for infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.
- (ii) Any claim relating to acts or allegations of physical or sexual abuse by **you**.

In respect of (4)

- (i) the cost of fines imposed by the Data Protection Commissioner or any other regulatory and/or criminal body;
- (ii) any claims relating to the loss, alteration, corruption or distortion of, or damage to stored personal data and claims relating to a reduction in the functionality, availability or operation of stored personal data resulting from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer programme that contains any malicious or damaging code, computer virus or similar mechanism.

continued

What is covered

- (b) to represent the business in appealing against the refusal of the Data Protection Commissioner to register the business' application for registration.
- (5) **We** will pay **your attendance expenses** for jury service.

Provided that

In so far as proceedings under the Safety, Health and Welfare at Work Act 2005 are concerned the **territorial limit** shall be any place where the Act applies.

Insured event 4

Legal defence for your employees and authorised volunteers

The following will be provided at **your** request.

- (1) **We** will defend the **insured person's** (other than **your**) legal rights:
 - (a) prior to the issue of legal proceedings when dealing with the Gardaí or Health and Safety Authority or regional health boards where it is alleged that the **insured person** has or may have committed a criminal offence;
 - (b) following an event which leads to the **insured person** being prosecuted in a court of criminal jurisdiction.
- (2) **We** will defend the **insured person's** (other than **your**) legal rights if an event arising from their work as an employee leads to a civil action being taken against them as a trustee of a pension fund set up for the benefit of **your** employees.
- (3) **We** will represent the **insured person** (other than **you**) in appealing against the imposition or terms of any Statutory Notice issued under legislation affecting **your** business.
- (4) **We** will defend the **insured person's** (other than **your**) legal rights if civil action is taken against the **insured person** for compensation under data protection legislation when handling personal data in their capacity as a data controller and/or a data processor by
 - 1. an individual.

We will also pay any compensation award up to the **Limit of Indemnity** in respect of such a claim.

continued

What is not covered

- (i) Any claim which leads to the **insured person** being prosecuted for infringement of road traffic laws or regulations in connection with the ownership, driving or use of a motor vehicle.
- (ii) Any claim relating to acts or allegations of physical or sexual abuse by the **insured person**.

In respect of (4)

- (i) the cost of fines imposed by the Data Protection Commissioner or any other regulatory and/or criminal body;
- (ii) any claims relating to the loss, alteration, corruption or distortion of, or damage to stored personal data and claims relating to a reduction in the functionality, availability or operation of stored

continued

What is covered

2. a data controller and/or data processor which arises out of or relates to a claim made by an individual for compensation against that data controller and/or data processor.
We will not pay any compensation award in respect of such a claim.

Provided that in respect of (4) 1.

any sum of money in settlement of a dispute is awarded by a court under a judgment made after full argument and otherwise than by consent or default or is payable under settlement approved in advance by **us**.

- (5) **We** will pay the attendance expenses of an **insured person** (other than **you**) for jury service.

Provided that

In so far as proceedings under the Safety, Health and Welfare at Work Act 2005 are concerned the **territorial limit** shall be any place where the Act applies.

Insured event 5

Employment disputes and financial compensation awards

Cover 1

Employment disputes

We will represent **you** in:

- (1) defending **your** legal rights prior to the issue of proceedings before a Rights Commissioner court or tribunal following the dismissal of an employee;
- (2) defending **your** legal rights in legal proceedings in respect of any dispute with an employee or ex-employee or a trade union acting on behalf of an employee or ex-employee which arises out of or relates to a contract of employment with **you**; or
- (3) defending **your** legal rights in legal proceedings in respect of any dispute with an employee, ex-employee or prospective employee arising from any alleged breach of their statutory rights under employment legislation.

What is not covered

personal data resulting from hacking (unauthorised access), malicious or negligent transfer (electronic or otherwise) of a computer programme that contains any malicious or damaging code, computer virus or similar mechanism.

- (i) Any employment dispute where the cause of action arises within the first 90 days of the indemnity provided by this section.
- (ii) Any dispute with an employee who was subject to a written or oral warning (formal or informal) within 180 days immediately preceding the inception date of the indemnity provided by this section if the **date of occurrence** was within the first 180 days of the indemnity provided by this section.
- (iii) Any redundancy or alleged redundancy or unfair selection for redundancy arising within the first 180 days of the indemnity provided by this section.
- (iv) Any claim in respect of damages for personal injury or loss of or damage to property.
- (v) Any claim arising from or relating to any transfer of business which falls within the scope of the European Communities (Safeguarding of Employees' Rights on Transfer of Undertakings) Regulations 1980 and 2000, European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 and any amending legislation.
- (vi) Employee internal disciplinary or grievance procedures.

What is covered

Cover 2

Employment Financial Compensation Awards

Where **ARAG** have accepted a claim under **Cover 1 Employment disputes**, **we** will pay up to the **limit of indemnity** for any employment financial compensatory award otherwise payable by **you**.

Provided that

- (1) throughout any contract of employment dispute the **Insured** has sought and followed advice from **our** legal advice services;
- (2) for an order of compensation following **your** breach of statutory duty under employment legislation **you** have at all times sought and followed the advice from **our** legal advice service since the date when **you** should have known about the employment dispute;
- (3) for any compensation award for redundancy or alleged redundancy or unfair selection for redundancy but not the redundancy payment itself **you** have sought and followed the advice from **our** Claims department prior to serving notice of redundancy;
- (4) the compensation is awarded by a Rights Commissioner or tribunal under a judgement made after full argument and otherwise than by consent or default, or is payable under settlement approved in writing in advance by **us**;

What is not covered

- (i) Any financial compensation award relating to the following:
 - (a) Trade union activities, trade union membership or non-membership.
 - (b) Pregnancy, maternity or paternity rights.
 - (c) Statutory rights in relation to trustees of occupational pension schemes.
 - (d) Statutory rights in relation to Sunday shop and betting work.
- (ii) Non-payment of money due under the relevant contract of employment or statutory provision relating thereto.
- (iii) Any award ordered as a result of a breach of statutory rights in relation to the provision of relevant records to employees under the Minimum Wage Act 2000 or any amending legislation.
- (iv) Any financial compensation award or increase in financial compensation award ordered by a tribunal for failure to comply with a recommendation it has made including non-compliance with a reinstatement or re-engagement order.

What is covered

Insured event 6

Tax protection

- (a) Revenue audits
We will negotiate on **your** behalf and represent **you** in any subsequent appeal proceedings in respect of an audit carried out by the Revenue Commissioners into **your** business accounts.
- (b) Employers' compliance
We will negotiate on **your** behalf and represent **you** in any appeal proceedings in respect of a dispute concerning **your** compliance with Pay As You Earn or Social Insurance Contribution Regulations following an audit by the Revenue Commissioners or The Department of Social Community and Family Affairs.
- (c) VAT disputes
We will negotiate on **your** behalf and represent **you** in any appeal proceedings following an audit carried out by the Revenue Commissioners in respect of Value Added Tax due.

Provided that

- (1) for all **insured events you** have taken reasonable care to ensure that all returns are complete and correct and that such returns are submitted within the statutory time limits allowed;
- (2) **you** and the **appointed representative** comply with **our** claims handling instructions throughout the course of the claim.

What is not covered

Any claim:

- (i) arising from a tax avoidance scheme;
- (ii) caused by **your** failure to register for Value Added Tax;
- (iii) arising from any investigation or enquiry undertaken by the Revenue Commissioners into alleged dishonesty or alleged criminal activities.

How we deal with tax protection claims

Our claims handling instructions for **you** are provided in a separate document called 'How we deal with tax protection claims under your commercial legal protection policy' (A step by step guide to your tax claim).

The claims handling instructions for the **appointed representative** are in a document called 'Procedure for Appointed Representative when dealing with Tax Protection Claims'.

These documents are sent out with the policy documents.

If **you** need further copies please contact Ecclesiastical.

What is covered

Insured event 7

Contract disputes

We will negotiate for **your** legal rights in a contractual dispute arising from that agreement or that alleged agreement which has been entered into by **you** or on **your** behalf for the purchase, hire, sale or provision of goods or of services.

Provided that

- (1) the amount in dispute exceeds €300 (excluding VAT);
- (2) if the amount in dispute is payable in instalments the instalments due and payable at the time of making the claim exceed €300 (excluding VAT);
- (3) if the dispute relates to money owed to **you** a claim under this section is made within 90 days of the money becoming due and payable.

What is not covered

- (i) Any dispute arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the **date of occurrence** is within the first 90 days of the indemnity provided by this section.
- (ii) Any claim relating to the following:
 - (a) The settlement payable under an insurance policy.
 - (b) A lease, licence or tenancy of land or buildings other than a dispute with a professional adviser in connection with the drafting of a lease, licence or tenancy agreement.
 - (c) A loan, mortgage, pension or any other financial product and choses in action.
 - (d) A motor vehicle owned by or hired by or leased to **you**.
- (iii) A dispute with an employee or ex-employee which arises out of or relates to a contract of employment with **you**.
- (iv) A dispute which arises out of the:
 - sale or provision of computer hardware, software, systems or services; or
 - purchase or hire of computer hardware, software, systems or services tailored by a supplier to **your** own specification.
- (v) A dispute arising from a breach or alleged breach of professional duty by an **insured person**.
- (vi) The recovery of money and interest due from another party other than disputes where the other party intimates that a defence exists.
- (vii) The first €600 of **legal costs** unless the dispute is to be dealt with under the Small Claims Court procedure.

What is covered

Insured event 8

Debt recovery

We will negotiate for **your** legal rights including enforcement of judgement to recover money and interest due from the sale or provision of goods or services.

Provided that

- (1) the debt exceeds €300 (excluding VAT);
- (2) **you** have exhausted all credit control and accounting procedures as declared to **us**;
- (3) a claim for debt recovery under this section is made within 90 days of the money becoming due and payable;
- (4) **We** have the right to select the method of enforcement or to forego enforcing judgement if **we** are not satisfied that there are or will be sufficient assets available to satisfy judgement.

What is not covered

- (i) Any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the **date of occurrence** is within the first 90 days of the indemnity provided by this section.
- (ii) The recovery of money and interest due from another party where the other party intimates that a defence exists.
- (iii) Any claim relating to the following:
 - (a) The settlement payable under an insurance policy.
 - (b) A lease, licence or tenancy of land or buildings.
 - (c) A loan, mortgage, pension or any other financial product and choses in action.
 - (d) A motor vehicle owned by or hired or leased to **you**.
- (iv) A dispute which arises out of the supply, hire, sale or provision of computer hardware, software, systems or services.

Special conditions

- 1 An **insured person** must:
 - (a) keep to the terms and conditions of this section;
 - (b) notify **us** immediately of any alteration which may materially affect **our** assessment of the risk;
 - (c) take reasonable steps to keep any amount **we** have to pay as low as possible;
 - (d) try to prevent anything happening that may cause a claim;
 - (e) send everything **we** ask for, in writing;
 - (f) give **us** full details of any claim as soon as possible and give **us** any information they need.

 - 2 (a) **We** can take over and conduct in the name of an **insured person** any claim or legal proceedings at any time.
We can negotiate any claim on behalf of an **insured person**.
 - (b) **We** will choose the **appointed representative** to represent an **insured person** in any proceedings where **we** are liable to pay an Employment Financial Compensation Award.

 In any other case an **insured person** is free to choose an **appointed representative** by sending **us** a suitably qualified person's name and address if:
 - (i) **we** agree to start legal proceedings and it becomes necessary for a lawyer to represent the interests of the **insured person** in those proceedings;
 - or
 - (ii) there is a conflict of interest
 - (c) Before an **insured person** chooses a lawyer or an accountant **we** can appoint an **appointed representative**.
 - (d) An **appointed representative** will be appointed by **us** and represent an **insured person** according to **our** standard terms of appointment.
 The **appointed representative** must co-operate fully with **us** at all times.
 - (e) **We** will have direct contact with the **appointed representative**.
 - (f) An **insured person** must co-operate fully with **us** and the **appointed representative** and must keep **us** up to date with the progress of the claim.
 - (g) An **insured person** must give the **appointed representative** any instructions that **we** require.
-
- 3 (a) An **insured person** must tell **us** if anyone offers to settle a claim and must not agree to any settlement without **our** written consent.
 - (b) If an **insured person** does not accept a reasonable offer to settle a claim **we** may refuse to pay any further **costs and expenses**.
 - (c) **We** may decide to pay the **insured person** the amount of damages that the **insured person** is claiming or is being claimed against them instead of starting or continuing legal proceedings.
-
- 4 (a) If **we** ask an **insured person** must tell the **appointed representative** to have **costs and expenses** taxed, assessed or audited.
 - (b) An **insured person** must take every step to recover **costs and expenses** that **we** have to pay and must pay **us** any **costs and expenses** that are recovered.

- 5** If an **appointed representative** refuses to continue acting for an **insured person** with good reason or if an **insured person** dismisses an **appointed representative** without good reason the cover **we** provide will end at once unless **we** agree to appoint another **appointed representative**.
 - 6** If an **insured person** settles a claim or withdraws their claim without **our** agreement or does not give suitable instructions to an **appointed representative** the cover **we** provide will end at once and **we** will be entitled to re-claim any **costs and expenses** paid by **us**.
 - 7** If **we** and an **insured person** disagree about the choice of **appointed representative** or about the handling of a claim **we** and the **insured person** can choose another suitably qualified person to decide the matter.
We and the **insured person** must both agree to this in writing. If **we** cannot agree with the **insured person** about the choice of the second suitably qualified person **we** will ask the president of the Law Society of Ireland to choose a suitably qualified person.
Whoever loses the disagreement will have to pay the cost of settling it.
 - 8** **We** may at **our** discretion require **you** to obtain an opinion from counsel at **your** expense as to the merits of a claim or proceedings. If counsel's opinion indicates that there are reasonable grounds for the pursuit or defence of a claim or proceedings the cost of obtaining the opinion will be paid for by **us**.
 - 9** **We** will not pay any claim covered under any other policy or any claim that would have been covered by any other policy if this policy did not exist.
 - 10** This section will be governed by the laws of the Republic of Ireland.
-

8 Personal accident

The schedule will show if this section applies and the cover in force.

Guidance note (not forming part of the policy)

Under 'What is not covered', part (f) we list some high risk sports and activities for which we will not automatically provide cover under this section. However, there are other unconventional sports or activities which we have not listed but which are generally considered to be hazardous.

Whilst it is impossible to provide an exhaustive list of such activities, we consider them to be excluded on the basis of (g), 'What is not covered', ie wilful exposure to needless peril.

If you are in any doubt about any activity which an Insured person wants to take part in please contact us and we will advise you if the personal accident cover is affected.

Definitions

Each time any of the following words or phrases appear in this section in bold italic type (or in capital letters in the schedule) they will take the specific meaning shown below. Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply.

Accidental bodily injury

means bodily injury or injuries caused by an accident or assault (and not by any gradual cause) or exposure to the natural elements which within 104 weeks from the date of the accident, assault or exposure is the sole cause of the death or disablement of the **insured person**.

Insured person(s)

means:

- (a) Members of the clergy whether on duty or not in the **geographical limits** or whilst temporarily outside the **geographical limits**.
- (b) Employees, members of the **church committee** and **authorised volunteers** all acting under **your** authority whilst engaged in **your** business or authorised activities in the **geographical limits**.
- (c) Children aged 3 or over taking part in activities in the **geographical limits**, which are organised by **you** and directly supervised by a person or persons authorised by **you**.
- (d) Any member of a party travelling with **your** knowledge and authority on a tour organised by **you**.

Loss of eye(s)

means total and irrecoverable loss of sight in one or both eyes.

Loss of limb(s)

means loss by physical severance at or above the wrist or ankle or total and irrecoverable loss of use of a limb or limbs.

Permanent total disablement

means total and absolute disablement (other than by **loss of limb(s)** or **loss of eye(s)**) from usual occupation or from that occupation for which the individual is suited by training or qualification which shall have lasted for 104 weeks and which will in all probability continue for the remainder of life.

Temporary total disablement

means disablement from carrying out the **insured person's** normal parochial duties (or in the case of persons under 16 disablement from participating in the **insured person's** normal activities with **you**).

What is covered

We will pay **you** the benefits shown in the schedule if any **insured person** suffers **accidental bodily injury**.

What is not covered

- (i) **Accidental bodily injury** resulting from the following:
 - (a) Any criminal act by an **insured person**.
 - (b) Insanity, suicide or attempted suicide.
 - (c) The use of alcohol or drugs by the **insured person**.
 - (d) Any health problem which **you** or the **insured person** know of or should have known about at the start of the insurance or when it was renewed and which has not been accepted by **us** in writing.
 - (e) Childbirth or pregnancy.
 - (f) The following:
 - Aqualung diving;
 - Flying (except as a fare-paying passenger), hang-gliding or parachuting;
 - Hunting on horseback, polo, show jumping or steeple chasing;
 - Driving, riding or sailing in any kind of race;
 - Riding motor cycles or motor scooters as a driver or passenger;
 - Winter sports other than curling or ice-skating;
 - Mountaineering, cliff or rock climbing, abseiling, subterranean or elastic rope sports or activities;
 - Playing in any sport professionally;
 - Service in the armed forces;
 - Football other than amateur association football, amateur rugby football, gaelic football and hurling.
 - (g) Wilful exposure to needless peril (except in an attempt to save human life).

Extensions

What is covered

1. Medical and other expenses

- (a) Medical, dental or surgical expenses incurred by the **insured person** up to €2,500; and
- (b) **Damage to personal effects**, if not insured elsewhere under this policy up to €1,000; arising from **accidental bodily injury** for which benefit is paid under this section.

2. Loss of deposits

Unused travel and accommodation expenses which the **insured person** is unable to recover if it is necessary to cancel or curtail their participation in a tour organised by **you** because of **accidental bodily injury** or illness of an **insured person** or of any relative, fiancé, fiancée, close business associate or travelling companion of the **insured person**.

Limit

any one person €250.

3. Assault

If any member of the **church committee**, clergy, employee, **authorised volunteer** or other representative of **yours** is assaulted whilst engaged in **your** business or authorised activities within the **geographical limits we** will pay up to €7,500 for medical, dental or surgical expenses incurred. This is in addition to any amount that may be payable under the Medical and other expenses extension above.

What is not covered

Any claim arising from **accidental bodily injury** or illness which results from causes described in 'What is not covered'.

General information

Complaint handling procedures

If you are unhappy with our product or service, please contact us as soon as possible. We will do all we can to resolve the matter.

You can complain in writing or verbally at any time to:

For all complaints other than Legal expenses complaints, contact us at;

Ecclesiastical Insurance Office plc,
2nd Floor,
Block F2,
Eastpoint,
Dublin 3,
D03 T6P8

Tel: 01 619 0300

Email: complaints@ecclesiastical.com

For Legal expenses complaints, contact;

ARAG Legal Protection Limited,
Europa House,
Harcourt Centre,
Harcourt Street,
Dublin 2,
D02 WR20.

Tel: 01 670 7470

Email: customerrelations@arag.ie

Website: www.arag.ie

Our promise to you

- We will investigate your complaint and provide you with the name of your point of contact in relation to your complaint.
- We will keep you informed of the progress of your complaint with regular written updates on the progress of our investigation at intervals no greater than 20 business days.
- We shall attempt to investigate and fully resolve your complaint within 40 business days and will furnish you with the findings of our investigation into your complaint within five business days of completion of our investigation.

- We will use feedback from your complaint to improve our service.

If you're not entirely satisfied with our handling of and final response to your complaint, or if we have not completed our investigation in 40 business days, we'll inform you of your right to take your complaint to the Financial Services and Pensions Ombudsman.

The Financial Services & Pensions Ombudsman,
Lincoln House,
Lincoln Place,
Dublin 2,
D02 VH29

Tel: 01 567 7000

Email: info@fspoi.ie

Website: www.fspoi.ie

The Financial Services & Pensions Ombudsman can investigate complaints from all customers, except limited liability companies which have a turnover of €3m and above.

This complaints handling procedure does not affect your right to take legal proceedings.

The Insurance Compensation Fund

This was established under the Insurance Act 1964 amended by the Insurance (Amendment) Act 2011. The fund is designed to facilitate payments to policyholders in relation to risks in Ireland where an Irish-authorized non-life insurer or a non-life insurer authorised in another EU Member State goes into liquidation or administration. Not all policyholder liabilities are covered by the fund. A sum due to a commercial policyholder may not be paid out of the fund unless the sum is due in respect of the liability to an individual.

For further information on the scheme you can visit the Central Bank website at www.centralbank.ie

Notes

This contract is underwritten by:
Ecclesiastical Insurance Office plc.

Our FCA registration number is 113848.
Our permitted business is general insurance.

**You can check this on the
FCA's register by visiting the
FCA's website**

www.fca.gov.uk/register

**or by contacting the FCA on
0044 207 066 1000**

For further information on any of our products or services, please speak to your broker.

Or visit us at

www.ecclesiastical.ie

If you would like this booklet in large print, braille, on audio tape or computer disc please call us on **01 619 0300**.

You can also tell us if you would like to always receive literature in another format.



Ecclesiastical Insurance Office plc is regulated by the Central Bank of Ireland.

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