

# Property Catastrophe Claim Form

Please submit the claim/notification and additional documentation to Gallagher Bassett by email [CATClaims@icare-gb.com.au](mailto:CATClaims@icare-gb.com.au) or phone **1300 407 022**.

## Section 1 – Agency Details

Agency Name

Policy Number

Event Type

Declared Event      Yes      No

Date of Loss

Cost Centre

## Section 4 – Agency Driver Details (only complete if different from claim notifier in Section 2)

Agency reference (if relevant)

Street address

Suburb

Postcode

State

Site contact

Description of damage

If known, also include detail of number of buildings/property items affected

## Section 2 – Claim Notifier

First Name

Last Name

Street Address

Suburb

State

Postcode

Phone Number

Mobile Number

Email

Cost estimate

Special/urgent instructions

## Section 3 – Claim Contact (Only complete this section if different from above)

First Name

Last Name

Phone Number

Mobile Number

Email

Role

Injuries/fatalities (if known)

Are 'make-safe' works required?      Yes      No

## AGENCY DECLARATION

I declare that the information provided in this form is correct and I have authority to submit this declaration on behalf of the agency.

Print Name

Signature

Date

# PRIVACY STATEMENT

## Issued by:

ABN: 68 009 778 018 trading as Gallagher Bassett Services Pty Ltd (GB).

## Why do we collect personal information?

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable. We collect personal information so that we can:

- identify you and conduct appropriate checks
- assess, manage and investigate motor vehicle accident claims, liability claims, property claims, and miscellaneous claims;
- manage, train and develop our employees and representatives;
- report to government agencies; and
- manage complaints and disputes, and report to dispute resolution bodies.

## What happens if you don't give us your personal information?

It is your choice whether you provide your personal information to us however, without your personal information, we may not be able to assess, and manage or investigate a claim.

## How we handle your personal information

We collect your personal information directly from you and, in some cases, from other people or organisations. We may also provide your personal information to other related companies within Arthur J. Gallagher, and they may disclose or use your personal information for the purposes described in "Why do we collect personal information?"

Under various laws we will be (or may be) authorised or required to collect your personal information. These laws include the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, Personal Property Securities Act 2009, Corporations Act 2001, Autonomous Sanctions Act 2011, Income Tax Assessment Act 1997, Income Tax Assessment Act 1936, Income Tax Regulations 1936, Tax Administration Act 1953, Tax Administration Regulations 1976, and A New Tax System (Goods and Services Tax) Act 1999, as those laws are amended and includes any associated regulations.

We will use and disclose your personal information for the purposes we collected it as well as purposes that are related, where you would reasonably expect us to. We may disclose your personal information to and/or collect your personal information from:

- other companies within Arthur J. Gallagher and other trading divisions or departments within the same company (to see a list of our brands/companies, visit our website at [www.gallagherbassett.com.au/privacy](http://www.gallagherbassett.com.au/privacy));
- any of our joint venture partners where authorised or required;
- data partners;
- publicly available sources of information;
- a third party that we've contracted to provide financial services or administrative services – for example:
- information technology providers,
- administration or business management services, consultancy firms, auditors and business management consultants,
- claims management service providers
- print/mail/digital service providers, and
- imaging and document management services;
- any intermediaries, including your agent, adviser, a broker, representative or person acting on your behalf, other Australian Financial Services Licensee or our authorised representatives, advisers and our agents;
- a third party claimant or witnesses in a claim;
- accounting or finance professionals and advisers;
- government, statutory or regulatory bodies (including Insurance and Care NSW (icare)) and enforcement bodies;
- in the case of a relationship with a corporate partner, the corporate partner and any new incoming insurer;
- the Australian Financial Complaints Authority or any other external dispute resolution body;
- other insurers, reinsurers, insurance investigators and claims or insurance reference services, loss assessors, financiers;
- legal and any other professional advisers or consultants;
- hospitals and, medical, health or wellbeing professionals;
- debt collection agencies;
- any other organisation or person, where you've asked them to provide your personal information to us or asked us to obtain personal information from them, e.g. your mother.

We'll use a variety of methods to collect your personal information from, and disclose your personal information to, these persons or organisations, including written forms, telephone calls and via electronic delivery. We may collect and disclose your personal information to these persons and organisations during the information life cycle, regularly, or on an ad hoc basis, depending on the purpose of collection.

## How to access and correct your personal information or make a complaint

You have the right to access and correct your personal information held by us and you can find information about how to do this in the Privacy Policy.

The Policy also includes information about how you can complain about a breach of the Australian Privacy Principles and how we'll deal with such a complaint. You can get a copy of the Privacy Policy. Please use the contact details in Contact Us.

## Contact us

For more information about our privacy practices including accessing or correcting your personal information or making a complaint you can:

- Visit [www.gallagherbassett.com.au/privacy](http://www.gallagherbassett.com.au/privacy).
- Speak to Gallagher Bassett directly by phoning 1300 407 022.