



**insurance  
SOLUTIONS**

**Insurance Solutions Corporation Pty Ltd**  
**insurance brokers and risk consultants**

www.insurance-solutions.com.au  
Suite 1, 1949 - 1955 Malvern Rd, Malvern East, Victoria 3145  
PO Box 1050, Darling 3145  
Telephone (03) 9885 8066 Toll Free 1800 817 216  
Facsimile (03) 9885 8077  
AFS Licence No. 247033 ABN 65 092 260 672

## DRIVER QUESTIONNAIRE

Insured: Stawell Intertwine Services Inc.

Policy No: \_\_\_\_\_ Insurer: QBE Commercial

Insured Vehicle: \_\_\_\_\_

1. Drivers Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_

3. Phone No: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

5. Year Licensed: \_\_\_\_\_ Licence Class: \_\_\_\_\_ Licence No: \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_

6. How often will you drive the above vehicle? \_\_\_\_\_ %

7. Do you own your own motor vehicle?  Yes  No

8. Give details of all accidents, claims or losses during the last five (5) years (whether to blame or not) involving any motor vehicle owned or insured by you. **State 'Nil' if no claims.**

Date of Loss	Circumstances	Insurance Company	Total Cost
			\$
			\$

9. (i) Do you suffer from loss or loss of use of any limb or eye, defective vision or hearing or from any physical defect or any heart/diabetic/epileptic or mental conditions.

Yes  No

If YES, please give details

(ii) Have you been convicted during the past five (5) years of any offence (not parking) in connection with any motor vehicle (including "on-the-spot" fines)? Is any prosecution pending or has any traffic infringement fine been made.

Yes  No

If YES, please complete the following table

Date of Conviction	Nature of Offence	Amount of Fine	Licence Endorsed Suspended/Cancelled
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No

10. Has any insurance company succeeded in denying a claim lodged by you on the grounds of non-disclosure, misrepresentation and/or fraud, in respect of any class of insurance?

Yes  No

If YES, please give details

11. Is there any additional information or detail of which you are aware and which may assist the company to better assess the nature of the risk?

Yes  No

If YES, please give details

12. SIGNATURE OF DRIVER \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**NB. Please attach copy of your drivers licence**



insurance  
SOLUTIONS

Insurance Solutions Corporation Pty Ltd

insurance brokers and risk consultants

www.insurance-solutions.com.au

Suite 1, 1949 - 1955 Malvern Rd, Malvern East, Victoria 3145

PO Box 1050, Darling 3145

Telephone (03) 9885 8066 Toll Free 1800 817 216

Facsimile (03) 9885 8077

AFS Licence No. 247033 ABN 65 092 260 672

## PRIVACY POLICY

We are covered by the Federal Privacy Act and its National Privacy Principles (NPPs), which set out standards for the collection, use, disclosure and handling of personal information.

"Personal information" is essentially information or an opinion about a living individual whose identity is apparent or can reasonably be ascertained from the information or opinion (eg: a name and address).

Our Privacy Policy applies to any personal information we collect, use or disclose after 21<sup>st</sup> December, 2001. It does not apply to our employee records.

### **How and why we collect personal information**

We collect personal information either directly from the relevant individuals or indirectly from third parties. For example, an insured may not only provide us with information on themselves for the purpose of obtaining our services but also on other insureds who they represent. We may also obtain personal information from past insurers, witnesses to claims, health care workers and publicly available sources etc.

We collect personal information to be able to provide our various services. These include insurance broking, claims management, risk management consulting, other forms of insurance services (including underwriting and reinsurance), employee benefits, superannuation and investment advisory services.

We also use it to help to develop and identify products and services that may interest clients, conduct market or customer satisfaction research, develop, establish and administer alliances and other arrangements with other organisations in relation to the promotion, administration and use of our respective products and services. For more information on our services please contact us.

### **How we use and disclose personal information**

We do not use or disclose personal information for any purpose that is unrelated to our services and that you would not reasonably expect (except with your consent).

We have a duty to maintain the confidentiality of our clients' affairs, including personal information. Our duty of confidentiality applies except where disclosure of your personal information is with your consent or compelled by law.

We usually disclose personal information to third parties who assist us or are involved in the provision of our services. For example, in arranging and managing your insurance needs we may provide information to insurers, reinsurers, other insurance intermediaries, insurance reference bureaus, our advisers such as loss adjusters, lawyers and accountants, and others involved in the claims handling process. We also provide it to purchasers of our business and related companies.



insurance  
SOLUTIONS

Insurance Solutions Corporation Pty Ltd

insurance brokers and risk consultants

www.insurance-solutions.com.au

Suite 1, 1949 - 1955 Malvern Rd, Malvern East, Victoria 3145

PO Box 1050, Darling 3145

Telephone (03) 9885 8066 Toll Free 1800 817 216

Facsimile (03) 9885 8077

AFS Licence No. 247033 ABN 65 092 260 672

We take reasonable steps to ensure that your personal information is accurate, complete and up to date whenever we collect or use or disclose it.

If the required personal information is not provided, we or any involved third parties may not be able to provide appropriate services.

## What we expect of you and third parties we deal with

When you provide us with personal information about other individuals, we rely on you to have made them aware that you will or may provide their information to us, the purposes we use it for, the types of third parties we disclose it to and how they can access it (as described in this document). If it is sensitive information we rely on you to have obtained their consent to the above. ***If you have not done either of these things you must tell us before you provide the relevant information.***

If we give you personal information, you and your representatives must only use it for the purposes we agreed to. Where relevant, you must meet the requirements of the National Privacy Principles set out in the Privacy Act 1988, when collecting, using, disclosing and handling personal information on our behalf. You must also ensure that your agents, employees and contractors meet the above requirements.

## Security of your personal information

We endeavour to protect any personal information that we hold from misuse and loss, and to protect it from unauthorised access, modification and disclosure. We maintain physical security over our paper and electronic data stores and premises, such as locks and security systems. We also maintain computer and network security; for example, we use firewalls (security measures for the Internet) and other security systems such as user identifiers and passwords to control access to computer systems.

## Transfer of information overseas

We may transfer your personal information overseas where it is necessary to provide our services. For example, we sometimes use the Internet to collect and process information. In addition, some insurers or reinsurers are based overseas and we need to provide your personal information to them to arrange your cover. In most cases, we only do this with your consent.

## Opting Out

If we send you any information about services or products, or you do not want us to disclose your personal information to any other organisation (including related bodies corporate) you can opt out by advising us, in writing.



insurance  
SOLUTIONS

**Insurance Solutions Corporation Pty Ltd**  
**insurance brokers and risk consultants**

[www.insurance-solutions.com.au](http://www.insurance-solutions.com.au)

Suite 1, 1949 - 1955 Malvern Rd, Malvern East, Victoria 3145

PO Box 1050, Darling 3145

Telephone (03) 9885 8066 Toll Free 1800 817 216

Facsimile (03) 9885 8077

AFS Licence No. 247033 ABN 65 092 260 672

## How to contact us

If you wish to gain access to your personal information, or you want us to correct or update it, or you have a complaint about a breach of your privacy, or any other query relating to our Privacy Policy, contact our Privacy Officer during business hours on:

Telephone:	(03) 9885 8066
Mail:	P O Box 1050, Darling, Vic 3145
Fax:	(03) 9885 8077

We will respond to your query or complaint as soon as possible and will try to resolve any complaint within 60 (sixty) days from the receipt of the complaint. If this is not possible, we will contact you within that time to let you know how long we estimate that it will take to resolve your complaint. Any unresolved complaints should be referred to the Privacy Commissioner.