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# Application Addendum

## Cyber Security and Privacy Liability Extension

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The purpose of this questionnaire is to determine the type of customer data collected and stored by the Applicant and how it is handled, the security measures in place to prevent unauthorized access and harm to computer, software, network or electronic information systems, and any intellectual property infringement exposures that exist for the Applicant.

1. Do you collect, store or process private or other confidential information? YES  NO   
If yes, do you release any of this information to third parties? YES  NO
2. Is any of this information stored or downloaded to laptops, USB sticks, CDs or other mobile storage devices? YES  NO   
If yes, is the data encrypted? YES  NO
3. In the event of a security breach, do you have a procedure in place to alert your customers that their data may have been compromised? YES  NO
4. Have pre-designated computer system/application access rights and privileges been set for all authorized users? YES  NO
5. Do you have a policy that requires passwords to be a minimum length and contain alpha and numeric characters, and that prompts users for regular password updates? YES  NO
6. Do you use and regularly update industry-standard firewall protection systems to prevent unauthorized access to internal networks and computer systems? YES  NO
7. Do you use and regularly update industry-standard antivirus software? YES  NO
8. Have you ever had a security breach? YES  NO   
If yes, please provide details on a separate page.
9. Is your website transactional? YES  NO
10. Are the contents of your website approved by you before being posted? YES  NO
11. Is anyone other than you able to post content on your website (i.e., any blogs, chat rooms, message boards, etc.)? YES  NO   
If yes, do you have a procedure in place for removing offensive, improper and/or inaccurate material from your website in a timely manner? YES  NO
12. Do you obtain licences for all intellectual property rights on a worldwide basis for all images, logos and music appearing on your website? YES  NO
13. Are you aware of any facts, circumstances or situations which may reasonably give rise to a claim? YES  NO

Signature: \_\_\_\_\_ Date (dd/mm/yyyy): \_\_\_\_\_

Position: \_\_\_\_\_