

**Laporte, Shea & Borys Insurance Agency values you as a customer and we strongly believe in protecting the confidentiality and security of information we collect about you. This notice describes our privacy policy and explains the categories of nonpublic personal information we collect, how and why we use this information and the policies and procedures we have in place to protect your privacy. Except for those situations allowed by law, we do not disclose any nonpublic personal information about our customers to anyone.**

**CATEGORIES OF INFORMATION THAT WE COLLECT:**

We collect most of the information about you from your application for insurance and from the servicing of your policy. Depending upon the nature of your coverage, we may collect nonpublic personal information about you from other sources such as Registry of Motor Vehicles, Property Inspection Companies, other Insurance Companies, other Insurance Agencies and others as allowed by law.

**HOW WE USE THIS INFORMATION:**

We use this information to underwrite your insurance, adjust your claim or to provide you with the services that are normal to an insurance operation.

**UNDER WHAT CIRCUMSTANCES DO WE DISCLOSE INFORMATION:**

We do not disclose any nonpublic personal information about our customers or former customers to anyone except as permitted by law. This means that under certain circumstances information can be disclosed to third parties without your authorization. For example: We may disclose information to other Insurance Companies, Glass Companies, Body Shops, Car Rental Companies, Insurance Brokers we affiliate with, Lienholders, Mortgagees or other parties who have a legal interest in your policy; and to authorized individuals as ordered by court documents.

We may disclose information but only with regards to information provided by you on the Insurance Application, Insurance Policy, or your Insurance Claim.

**OUR POLICIES AND PROCEDURES PROTECTING YOUR PRIVACY:**

We restrict access to information about you to the referenced third parties and to employees who need to know that information to provide you with our products or to provide you with the benefits or services under them. We maintain physical, electronic and procedural safeguards that comply with state and federal regulations to guard your nonpublic personal information.

**ACCESS TO YOUR INFORMATION:**

You have the right to obtain certain items of information we have collected about you, and to request correction of information if you feel it is inaccurate. If we agree, we will correct our records accordingly. If we do not agree, we will communicate this to you. You should submit your written request to us at the address shown below. Certain information collected in connection with, or in anticipation with, or in anticipation of, any claim or legal proceeding will not be made available.

**FURTHER INFORMATION:**

If you have any questions about our privacy policy, please write us at the address below, Attention: Paul J. Shea, President

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