

# **PRIVACY DISCLOSURE POLICY**

Insurance Agency Management, Inc. and T.C.I. Brokerage, LLC

**Federal law requires us to disclose to our customers our policy with regard to your confidential/private/financial information. Your relationship with us is important; as permissible, we will keep confidential any information about you.**

**We may routinely collect and retain information about you for specific business purposes. That information may include name, address, telephone number, social security number or federal employer identification number, employment or business history, individuals in your household or in company, etc.**

**Information that we have about you is available to our employees on a “need to know” basis so that they can do their jobs. We prohibit our employees from giving information about you to anyone in a manner that would violate any applicable law or our privacy policy. We maintain physical, electronic, and procedural safeguards to protect your non-public information.**

**We may share information about you with our insurance carriers or affiliated individuals only to obtain a quote for coverage, to implement such coverage, or to change or improve such coverage. Only such information as these third parties specify or require is submitted, and that submission is done so in order for us to act on your behalf. Many insurance carriers develop their own information about you, to determine eligibility for coverage and/or for premium calculations.**

**We do not reveal specific information or non-public information about customers or former customers to non-affiliated companies for their independent use, unless such disclosure is required by law. No sharing of information involves any telemarketing or direct mail marketing sources by outside commercial entities. You may notify us in writing that you wish to be placed on a “Do Not Call” list to suspend any or all of our agency’s internal marketing contacts. Mail your request to us at 230 High Street, Burlington, NJ 08016 and we’ll notate your file.**

**We respect your financial privacy, and we will comply with all laws and regulations designed to secure that privacy. This privacy policy may be changed from time to time; you may want to check it each time that you visit our site. Please contact us using the details shown on our site (and also contained within this notice) if you have any questions about this policy.**