

# Privacy Policy

How we protect your personal information

## At AIS, Your Privacy is Important!

Allied Insurance Services (AIS) shares your concerns about the privacy of your personal information. To make you more comfortable with the way we treat your information, we outlined our Privacy Policy.

Please feel free to contact us with any questions or concerns you may have after reviewing this policy. We thank you for the trust you placed in us.

### Privacy Policy Highlights:

■ AIS collects non-public personal information primarily to fulfill your insurance and financial management needs. We do not share certain information under any circumstances – medical or claim records, proprietary business information, etc.

■ AIS only shares non-public personal information with affiliated third parties if we have your permission or when permitted by law.

■ AIS protects your right to access the non-public personal information we collect about you by providing for review, correction and dispute resolution procedures.

■ We vigorously protect your non-public personal information by using a combination of physical, electronic and procedural safeguards.

### What personal information does AIS collect about me?

We collect non-public personal information about you from applications and forms you submit, your transactions with us, and others, consumer-reporting agencies, medical records, medical professionals and personal interviews with neighbors, friends, associates, etc.

The information we collect may include your name, address, phone number, health information, date of birth, the types of policies you hold, social security numbers, credit card information, driver's license number, accident/violation history, mortgages, lien/lease holders and other similar types of information.

### What personal information does AIS share with others?

Most importantly we DO NOT share medical or claim record information about civil or criminal proceedings or knowledge regarding you character, personal habits or general reputation with third parties under any circumstances.

When it is necessary to perform a business, professional or insurance function, to prevent criminal activity or fraud, to facilitate actuarial and research studies or to verify coverage or treatment, we are permitted by law to share non-public personal information with affiliated organizations.

Under the law we may also distribute other types of information to non-affiliated third parties with your permission. Please refer to the attached authorization form for details.

Unless you tell us not to, we may share knowledge regarding your marital status, income, credit score and history, employment history and the like, with mortgage lenders and brokers, retailers, direct marketers and non-profit organizations. If you prefer that we do not share this information, please call our office or refer to the attached authorization form for details.

**Please note:** Should your relationship with AIS come to an end, your personal information will continue to receive the protection outlined in this statement.

### How can I find out what AIS knows about me?

You have the legal right to access the information we collect about you, including the source of the information and to which organizations it may have been disclosed. To access these records, please use the contact information listed below:

Melissa Comparri  
Allied Insurance Services  
1405 N. Delsea Dr.  
PO Box 900  
Vineland, NJ 08360-0900  
Phone: 856-691-0417 extension 114  
Fax: 856-691-4654

If you wish to request a correction, amendment or deletion in your records, please submit your request in writing to the listed address. Include your name, address, Social Security number and the specific change. We will contact you within 30 business days with the status of your request.

Any dispute regarding your non-public personal information will be settled in accordance with the rules of the American Arbitration Association and that judgment may be entered in any court with jurisdiction over the dispute.

**How does AIS protect my personal information?**

To ensure the security of your personal information, AIS employees may access your records only for specific business or customer service needs. We also utilize a number of physical, electronic and procedural safeguards to further protect your records.

**Disclosing information in unforeseen circumstances.**

In the event that AIS is sold or transfers its interests, the company reserves the right to sell your personal information to a third party that:

- 1) Provides a similar service
- 2) Agrees to succeed AIS in the maintenance and protection of your information
- 3) Agrees to the obligations established in this privacy statement

We hope that this Privacy Policy has been helpful. If you have any additional questions regarding AIS's use of non-public personal information, please contact your AIS representative.

Sincerely,

Michael M. Rossi  
President  
Allied Insurance Services

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