

Initial Privacy Notice:

PRJ Insurance Marketing, Inc.



We take pride in guarding your privacy. We are committed to protecting the privacy and security of your personal and financial data.

We provide products and services that involve private and sensitive data. Guarding and keeping it safe is vital to us. This notice explains our data policies and practices. First, we want you to know how we collect, store and protect your data. Second, we want to inform you about our data sharing policies. We do this because you are a valued customer.

We collect only the minimum data required to deliver products and services to you.

The data we collect varies with the type of product you request and may include:

Application Data	Data you give us or the insurers we represent. The data may change depending upon the type of policy you purchase. Examples are your assets, income, Social Security number, medical records, family data, address, employer(s), and account or policy data.
Employer Data	Data from your employer, benefit plan sponsor etc. on any group products we may provide. Examples are your name, address, income, medical records, family data, job description and social security number(s).
Transaction and Experience Data	Data about your contacts with our business partners and us. Examples are payment history, beneficiary changes, ownership changes, medical or dental or vision claims, disability claims, long term care claims.

We limit how, when and where we share your data.

First	We do not sell your personal or financial data to anybody.
Second	We do not share your medical data for any purpose other than to complete a matter requested by you or if the law requires it.
Third	We do not share customer data with anyone unless allowed or required by law. We share only the data that is needed to complete the matter or service. We may disclose all the data described above under limited circumstances. All agents and service personnel of our company may be authorized to assist with your account or process your requests. Examples of when we may share data include: a) Service your account or policy such as ID cards, billing and payment data etc. b) Process, pay, a claim. c) Process a request by you such as adding or deleting a spouse or child, changing coverage levels, etc. d) Protect your account or policy from fraud or theft. e) Underwrite a policy.

We share data under the following circumstances.

When legally possible we require those we share your data with to maintain its security. These include:

TYPE	EXAMPLES
Support Help	Computer services, claim processors, client’s attorney or CPA etc.
Insurance Support Groups	Insurance physical exam firms, Medical Information Bureau, consumer reporting services, etc.
Insurance and Quoting Firms	General agents, computer quoting services, enrollment services, etc.
Medical, Dental and Vision Service Providers	Physicians, dentists, hospitals, etc.
Insurance Entity or HMO	Carriers or insurers you have coverage through etc.
Law Enforcement, Regulators, or the Courts	In response to a subpoena, a court order, to obtain government benefits, stop fraud or theft, etc.
Group Policy Holders	Employers or groups you have coverage through, etc.
Lien Holders and Co-Owners	Others with a legal interest in the policy, etc.

We maintain physical, electronic, and administrative safeguards to insure the protection of data.

Only agents and service personnel from the firms listed below have access to data. We have installed physical and electronic measures such as virus and firewall protection and other means to protect your data. We physically secure your data and train staff about their duty to protect your data

You have the right to access, copy, review and request correction of the data we collect and maintain.

We act on all requests made to us in writing within 30 days of receipt. If you believe there is an error in your data, you may request in writing that it be corrected. We will notify you within 30 days of receiving the request to correct the data that it has been corrected or inform you why we are unable to make the requested change with an explanation. If you disagree in any way, you may supply us with a short statement why you disagree. It will be filed with your personal data. You may contact our privacy officer with any questions at (707) 449-4021.

We will renew our Privacy Promise to you in writing yearly. We may change our privacy policies and practices from time to time. These changes may be a result of new laws or regulations, court rulings, changing business practices etc. If we do make material changes, we will notify you prior to making them. You can contact our office and get a copy of our latest privacy policy.

This privacy notice covers the following insurance entities:

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