How Our Insurance Agency Collects Your Information

Dear [Client Name],

To provide you with accurate insurance quotes and manage your policies effectively, [Agency Name] collects specific personal information. This letter explains our collection process and our commitment to protecting your privacy.

What Information We Collect

We may collect the following types of information:

- **Personal Identifiers:** Name, address, date of birth, and Social Security Number.
- **Contact Information:** Phone numbers and email addresses.
- **Financial & Risk Data:** Payment information, credit history, and prior insurance claims.
- **Property & Health Data:** Details regarding your home, vehicles, or medical history as relevant to your coverage.

How We Collect Your Information

We gather data through several methods, including:

- **Direct Interaction:** Information you provide via applications, phone calls, or our website.
- **Third-Party Reports:** We may request data from consumer reporting agencies (such as credit bureaus or motor vehicle departments).
- **Affiliated Partners:** Data shared by insurance carriers to process your renewals or claims.

Why We Collect This Information

The information collected is used solely for business purposes, such as:

- Determining eligibility for insurance products.
- Processing policy applications and renewals.
- Providing customer service and managing claims.
- Complying with legal and regulatory requirements.

How We Protect Your Data

We maintain physical, electronic, and procedural safeguards to protect your non-public personal information. We do not sell your information to third-party marketers.

If you have any questions regarding our privacy practices, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Agency Name]
[Address]
[Website Address]