

***Cape Ann Insurance Agency, Inc.***  
**23 Dale Ave Gloucester MA 01930**

**PRIVACY NOTICE**

In order to provide you with insurance products and service, you have provided personal information about yourself, some of which may be nonpublic in nature. We have a high regard for the privacy of our clients and want you to know how we handle your personal information. The following contains a description of the types of information we collect about you, and how that information is used and protected. This privacy statement describes our privacy practices for both our current clients and former clients.

**Types and Sources of Information We Collect About You**

We collect information about you, including nonpublic personal information, from the following sources:

- Information we receive from you on your application for insurance, as well as other forms related to your insurance with us;
- Information about your transactions with us, which may include your payment and payment history, claims history and investigation files, and policy coverage's and limits;
- Information we receive from consumer reporting agencies;
- Information we receive from governmental agencies or independent reporting agencies, which may include motor vehicle reports, claims reports and property inspections; and,
- Information that you voluntarily provide to us for purposes of providing additional quotes or applications for insurance or other insurance related transactions.

**Our Use of the Information We Collect About You**

We use the information we collect about you, including the nonpublic personal information, for purposes of effecting, administering, enforcing, and servicing your insurance with us as well in administering transactions requested or authorized by you. We do not disclose any nonpublic personal information about you to any affiliated or non-affiliated third parties, except as provided by law. By law we are permitted to share information about you without your prior permission under certain circumstances to persons and organizations such as parties who perform a business, professional or insurance related function for our company. We do not sell or otherwise share your information with anyone outside our company for marketing purposes.

**Protection of your Information**

We restrict access to the nonpublic information about you to our employees, agents, and affiliates who need this information to provide our products and services to you. Our companies maintain appropriate standards and procedures to prevent unauthorized access to your information.

If you have any questions or concerns regarding the Privacy Notice, you should contact us with your questions or concerns in writing at our address listed below on this notice.

Privacy Compliance  
Cape Ann Insurance Agency, Inc.  
23 Dale Ave, Gloucester MA 01930