

Topa Insurance Company

OUR PRIVACY NOTICE AND INFORMATION POLICIES AND PRACTICES

Our Privacy Principles

- We value you as a customer and make your privacy our priority.
- We do not sell customer information.
- We do not allow those who are doing business on our behalf to use our customer information for their own marketing purposes.
- We contractually require any person or organization providing products or services on our behalf to protect your customer information.
- We afford prospective and former customers the same protection as existing customers with respect to the use and protection of personal information.
- We do not share nonpublic personal information, including customer medical information with anyone unless:
 - You expressly authorized it.
 - It is permitted or required by law.
 - Your insurance policy contract with us permits us to do so.

Information We May Collect

We only collect, use and maintain information to efficiently conduct our business, to advise you of our products and services, and to provide you with customer service. We may collect and maintain several types of customer information needed for these purposes, such as those described below:

Types of personal information we may collect and how we gather it:

- From you on applications or other forms you provide us (such as name, address, Social Security number, beneficiary, etc.):
- From your transactions with us and or our affiliates (such as your payment history, underwriting and claim records):
- From medical providers, other insurers, employers, insurance support organizations, and other service providers (such as driving record, claim and or credit histories)

To Whom Information is Disclosed

We protect your nonpublic personal information. The only employees who have access to that information are those who must have it to provide products or services to you. We do not share customer information with anyone outside of the people who perform our professional services for our insurance business. For example, we may share customer information to underwrite your policies, process your claims, ensure proper billing, service your accounts, and offer you products we believe may suit your needs. We do not disclose any personal information about you to anyone unless allowed by law.

Safeguarding Information

We have physical, electronic and procedural safeguards that protect the confidentiality and security of all our customer information. These safeguards comply with federal and state regulations, and restrict access to nonpublic personal information about you to staff on a “need to know” basis to provide you with products and services or to maintain information security practices.

In order to ensure the safety of your nonpublic personal information, we continually:

- Maintain physical, electronic and procedural safeguards
- Review our policies and procedures
- Monitor our computer networks
- Test the strength of our security

Your Rights

You may request access to certain information we have collected about you. You have the further right to seek correction of this information if you feel it is inaccurate. You must make your request in writing and send it to the address below. The letter should include your full name, address, telephone number and policy number if we have issued a policy. Your letter should also explain what information we have obtained that you believe is inaccurate. After our review, if we agree a correction to your information is necessary, we will correct the information and notify you of the correction.

Topa Insurance Company is concerned about the protection of your privacy. A more detailed description of our Information Practices and your right to privacy is available upon your written request. Please contact us at:

Topa Insurance Company
Compliance Department
1800 Avenue of the Stars, 12th Floor
Los Angeles, CA 90067