

## **Privacy Act**

### **Personal Information Protection**

C.H. Soehner Insurance Ltd. is committed to respecting your right to privacy along with safeguarding your personal information collected for the purpose of insurance coverage for individuals and commercial entities.

#### **Policy 1: Accountability**

We are responsible for all personal information under our control and will designate one individual who will be accountable for the organization's compliance with all policies and procedures.

#### **Policy 2: Identifying Purposes**

We will identify the purposes for which we collect personal information at or before the time the information is collected.

#### **Policy 3: Consent**

We will obtain the appropriate consent from individuals for the collection, use, or disclosure of their personal information, except where the law provides an exemption.

#### **Policy 4: Limiting Collection**

The personal information we collect will be limited to that which is necessary for the purposes we have identified.

#### **Policy 5: Limiting Use, Disclosure, and Retention**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. We will only retain personal information as long as necessary for the fulfillment of those purposes.

#### **Policy 6: Accuracy**

The personal information we collect will be as accurate, complete and up to date as is necessary for the purposes for which it is to be used.

#### **Policy 7: Safeguards**

We will safeguard the security of personal information under our control in a manner that is appropriate to the sensitivity of the information.

#### **Policy 8: Openness**

We will make readily available to individuals specific information about our policies and procedures relating to the management of personal information, which is under our control.

**Policy 9: Individual Access**

Upon request, an individual will be informed of the existence, use, and disclosure of his or her personal information which is under our control, and may be given access to, and challenge the accuracy and completeness of that information.

**Policy 10: Challenging Compliance**

An individual may address a challenge concerning compliance with the above policies and procedures to our Privacy Officer.

Privacy Officer: [Soehner@soehnerinsurance.com](mailto:Soehner@soehnerinsurance.com)