# GRANADA INSURANCE COMPANY and AFFILIATES

# IMPORTANT INFORMATION ABOUT YOUR PRIVACY

Please read the publication to learn more about our privacy policies.

We are dedicated to continuing our long Tradition of Integrity and Responsive Service.

Your Financial Security, Your Satisfaction and Your Privacy.

We value your business – and we appreciate the trust you've placed in us. That's why we're serious about keeping your personal information private. This document describes how we handle your personal information and what steps Granada takes to protect your privacy.

# THE INFORMATION WE COLLECT

We may collect nonpublic personally identifiable Information as follows:

#### **Information We Obtain From You**

Information you provide to us during the quoting and/or application process, such as your name, address, phone number, e-mail address, social security number, driver's license number, or date of birth;

#### **Information About Transactions**

Information about your transactions and experiences with us and others, such as your balance, payment history, when you have a claim, or coverage and vehicle changes;

#### **Information From Third Parties**

Information obtained from consumer reporting agencies, which provide us with motor vehicle reports, claim reports and/or credit scores.

### THE INFORMATION WE DISCLOSE

Information about our customers or former customers will only be disclosed as permitted or required by law. Information about our former customers will be safeguarded to the same extent as Information about our current customers.

Information about you which has been collected, is maintained in your policy and/or claims records. We use this Information to process and service your policy and settle claims or with your consent or as directed by you. We may also disclose it to persons or organizations as necessary to perform transactions you request or authorize.

**Example:** We must exchange information about you with our agents, investigators, appraisers, attorneys and other persons who are or will become involved in processing your application and servicing your policy or any claims you may make.

**Example:** When you are involved in a claim, policy information is provided to adjusters and the appropriate business that will repair your vehicle.

**Example:** We may share Information with persons or organizations that we have determined need the Information to perform a business, professional or insurance function for us, such as businesses that help us with administrative functions.

We may also share your Information for other permitted purposes, including:

- with another insurance company if you are involved in an accident with their insured:
- with our reinsurers:
- with insurance-support organizations that detect and prevent fraud:
- with state insurance departments or other governmental or law enforcement authorities if required by law or to protect our legal interests or in cases of suspected fraud or illegal activities; or
- if ordered by a subpoena, search warrant or other court order.

# **CONFIDENTIALITY AND SECURITY**

We restrict access to nonpublic personally identifiable information about you to those employees whom we have determined need to know that information to provide products or services to you. We maintain strict physical, electronic and procedural safeguards designed to protect your Information from unauthorized access by third parties.

# **FURTHER INFORMATION**

If you have any questions about the confidentiality of your Information, please write to us at:

Administration GRANADA INSURANCE COMPANY 4075 S.W. 83<sup>rd</sup> Avenue Miami, Florida 33155

www.granadainsurance.com

Thank you for this opportunity to serve you. Your relationship and trust are very important to us . Please be assured that we will abide by our policies and products to protect your information.

No insurance coverage is provided by this notice and disclosure nor can it be construed to replace any provision of your policy.