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**TITLE 760 DEPARTMENT OF INSURANCE**

LSA Document #01-202(E)

**DIGEST**

Temporarily sets standards for the treatment of an individual's nonpublic personal information by all licensees of the department of insurance, including notice of privacy policies and practices, conditions for disclosure of nonpublic information to third parties, and methods for an individual to prevent disclosure of nonpublic information. Effective July 1, 2001.

**SECTION 1. (a) This document is adopted and promulgated pursuant to the authority granted by IC 27-1-3-7 and IC 27-1-23-7.**

**(b) This document applies to nonpublic personal financial information about individuals who obtain or are claimants or beneficiaries of products or services primarily for personal, family, or household purposes from licensees of the department of insurance.**

**(c) This document does not apply to information about companies or about individuals who:**

- (1) obtain products or services for business, commercial, or agricultural purposes; or**
- (2) are claiming benefits under a policy described in subsection [subdivision] (1).**

**SECTION 2. The following definitions apply throughout this document:**

- (1) "Affiliate" means any company that controls, is controlled by, or is under common control with another company.**
- (2) "Clear and conspicuous" means that a notice is reasonably understandable and designed to call attention to the nature and significance of the information in the notice. The following are examples that meet this standard:**

**(A) A licensee makes its notice reasonably understandable if it does the following:**

- (i) Presents the information in the notice in clear, concise sentences, paragraphs, and sections.**
- (ii) Uses short explanatory sentences or bullet lists whenever possible.**
- (iii) Uses definite, concrete, everyday words and active voice whenever possible.**
- (iv) Avoids multiple negatives.**
- (v) Avoids legal and highly technical business terminology whenever possible.**
- (vi) Avoids explanations that are imprecise and readily subject to different interpretations.**

**(B) A licensee designs its notice to call attention to the nature and significance of the information in it if the licensee does the following:**

- (i) Uses a plain-language heading to call attention to the notice.**
- (ii) Uses a typeface and type size that are easy to read.**
- (iii) Provides wide margins and ample line spacing.**
- (iv) Uses boldface or italics for key words.**
- (v) In a form that combines the licensee's notice with other information, uses distinctive type size, style, and graphic devices, such as shading or sidebars.**

**(C) If a licensee provides a notice on a Web page, the licensee designs its notice to call attention to the nature and significance of the information in it if the licensee uses text or visual cues to encourage scrolling down the page if necessary to view the entire notice and ensure that other elements on the Web site, such as text, graphics, hyperlinks, or sound, do not distract attention from the notice, and the licensee does either of the following:**

- (i) Places the notice on a screen that consumers frequently access, such as a page on which transactions are conducted.**
- (ii) Places a link on a screen that consumers frequently access, such as a page on which transactions are conducted, that connects directly to the notice and is labeled appropriately to convey the importance, nature, and relevance of the notice.**

**(3) "Collect" means to obtain information that the licensee organizes or can retrieve by the name of an individual or by identifying number, symbol, or other identifying particular assigned to the individual, irrespective of the source of the**

underlying information.

(4) “Commissioner” means the commissioner of the Indiana department of insurance.

(5) “Company” means a corporation, limited liability company, business trust, general or limited partnership, association, sole proprietorship, or similar organization.

(6) “Consumer” means an individual who seeks to obtain, obtains, or has obtained an insurance product or service from a licensee that is to be used primarily for personal, family, or household purposes, and about whom the licensee has nonpublic personal information, or that individual’s legal representative, including the following:

(A) An individual provides nonpublic personal information to a licensee in connection with obtaining or seeking to obtain financial, investment or economic advisory services relating to an insurance product or service is a consumer regardless of whether the licensee establishes an ongoing advisory relationship.

(B) An applicant for insurance prior to the inception of insurance coverage is a licensee’s consumer.

(C) An individual who is a consumer of another financial institution is not a licensee’s consumer solely because the licensee is acting as agent for, or provides processing or other services to, that financial institution.

(D) An individual is a licensee’s consumer if the individual is:

(i) a beneficiary of a life insurance policy underwritten by the licensee;

(ii) a claimant under an insurance policy issued by the licensee;

(iii) an insured or an annuitant under an insurance policy or an annuity, respectively, issued by the licensee; or

(iv) a mortgagor of a mortgage covered under a mortgage insurance policy;

and the licensee discloses nonpublic personal financial information about the individual to a nonaffiliated third party other than as permitted under SECTIONS 12, 13, and 14 of this document.

(E) Provided that the licensee provides the initial, annual, and revised notices under SECTIONS 3, 4, and 7 of this document to the plan sponsor, group, or blanket insurance policyholder or group annuity contractholder, and further provided that the licensee does not disclose to a nonaffiliated third party nonpublic personal financial information about such an individual other than as permitted under SECTIONS 12, 13, and 14 of this document, an individual is not the consumer of the licensee solely because he or she is:

(i) a participant or a beneficiary of an employee benefit plan that the licensee administers or sponsors or for which the licensee acts as a trustee, insurer, or fiduciary; or

(ii) covered under a group or blanket insurance policy or group annuity contract issued by the licensee.

(F) The individuals described in clause (E) are consumers of a licensee if the licensee does not meet all the conditions of this subdivision. In no event shall the individuals, solely by virtue of the status described in clause (E), be deemed to be customers.

(G) An individual is not a licensee’s consumer solely because he or she is a beneficiary of a trust for which the licensee is a trustee.

(H) An individual is not a licensee’s consumer solely because he or she has designated the licensee as trustee for a trust.

(7) “Consumer reporting agency” has the same meaning as Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. 1681a(f)).

(8) “Control” means any of the following:

(A) Ownership, control, or power to vote twenty-five percent (25%) or more of the outstanding shares of any class of voting security of the company, directly or indirectly, or acting through one (1) or more other persons.

(B) Control in any manner over the election of a majority of the directors, trustees, or general partners (or individuals exercising similar functions) of the company.

(C) The power to exercise, directly or indirectly, a controlling influence over the management or policies of the company, as the commissioner determines.

(9) “Customer” means a consumer who has a customer relationship with a licensee. A beneficiary or a claimant shall not be deemed a customer solely by virtue of his or her status as a beneficiary or a claimant.

(10) “Customer relationship” means a continuing relationship between a consumer and a licensee under which the licensee provides one (1) or more insurance products or services to the consumer that are to be used primarily for personal, family, or household purposes, including the following:

(A) A consumer has a continuing relationship with a licensee if the consumer:

(i) is a current policyholder of an insurance product issued by or through the licensee; or

(ii) obtains financial, investment, or economic advisory services relating to an insurance product or service from the licensee for a fee.

(B) A consumer does not have a continuing relationship with a licensee in any of the following circumstances:

(i) The consumer applies for insurance but does not purchase the insurance.

(ii) The licensee sells the consumer airline travel insurance in an isolated transaction.

(iii) The individual is no longer a current policyholder of an insurance product or no longer obtains insurance services with or through the licensee.

(iv) The consumer is a beneficiary or claimant under a policy and has submitted a claim under a policy choosing a settlement option involving an ongoing relationship with the licensee.

(v) The consumer is a beneficiary or a claimant under a policy and has submitted a claim under that policy choosing a lump sum settlement option.

(vi) The customer's policy is lapsed, expired, or otherwise inactive or dormant under the licensee's business practices, and the licensee has not communicated with the customer about the relationship for a period of twelve (12) consecutive months, other than annual privacy notices, material required by law or document, communication at the direction of a state or federal authority, or promotional materials.

(vii) The individual is an insured or an annuitant under an insurance policy or annuity, respectively, but is not the policyholder or owner of the insurance policy or annuity.

(viii) For the purposes of this document, the individual's last known address, according to the licensee's records, is deemed invalid. An address of record is deemed invalid if mail sent to that address by the licensee has been returned by the postal authorities as undeliverable and if subsequent attempts by the licensee to obtain a current valid address for the individual have been unsuccessful.

(11) "Financial institution" means any institution the business of which is engaging in activities that are financial in nature or incidental to such financial activities as described in Section 4(k) of the Bank Holding Company Act of 1956, 12 U.S.C. 1843(k). The term does not include any of the following:

(A) Any person or entity with respect to any financial activity that is subject to the jurisdiction of the Commodity Futures Trading Commission under the Commodity Exchange Act, 7 U.S.C. 1 et seq.

(B) The Federal Agricultural Mortgage Corporation or any entity charged and operating under the Farm Credit Act of 1971, 12 U.S.C. 2001 et seq.

(C) Institutions chartered by Congress specifically to engage in securitizations, secondary market sales (including sales of servicing rights), or similar transactions related to a transaction of a consumer, as long as the institutions do not sell or transfer nonpublic personal information to a nonaffiliated third party.

(12) "Financial product or service" means any product or service that a financial holding company could offer by engaging in an activity that is financial in nature or incidental to such a financial activity under Section 4(k) of the Bank Holding Company Act of 1956, 12 U.S.C. 1843(k). Financial service includes a financial institution's evaluation or brokerage of information that the financial institution collects in connection with a request or an application from a consumer for a financial product or service.

(13) "Health information" means any information or data, except age or gender, whether oral or recorded in any form or medium, created by or derived from a health care provider or the consumer that relates to any of the following:

(A) The past, present, or future physical, mental, or behavioral health or condition of an individual.

(B) The provision of health care to an individual.

(C) Payment for the provision of health care to an individual.

(14) "Insurance product or service" means any product or service that is offered by a licensee pursuant to the insurance laws of this state. Insurance service includes a licensee's evaluation, brokerage, or distribution of information that the licensee collects in connection with a request or an application from a consumer for an insurance product or service.

(15) "Licensee" means all licensed insurers, health maintenance organizations, agents, producers, and other persons licensed or required to be licensed, or authorized or required to be authorized, or registered or required to be registered under IC 27. The following requirements apply:

(A) A licensee is not subject to the notice and opt out requirements for nonpublic personal financial information set forth in SECTION 1 of this document, this SECTION, and SECTIONS 3 through 15 of this document if the licensee is an employee, agent, or other representative of another licensee and:

(i) the other licensee otherwise complies with, and provides the notices required by this document; and

(ii) the licensee does not disclose any nonpublic personal information to any person other than the principal or its affiliates in a manner permitted by this document.

(B) A licensee also includes an unauthorized insurer that accepts business placed through a licensed surplus lines broker in this state, but only in regard to the surplus lines placements placed pursuant to IC 27-1-15.5-5. A surplus lines broker or surplus lines insurer shall be deemed to be in compliance with the notice and opt out requirements for nonpublic personal financial information set forth in SECTION 1 of this document, this SECTION, and SECTIONS 3 through 15 of this document provided the following:

(i) The surplus lines agent or insurer does not disclose nonpublic personal information of a consumer or a customer to nonaffiliated third parties for any purpose, including joint servicing or marketing under SECTION 12 of this

document, except as permitted by SECTION 13 or 14 of this document.

(ii) The surplus lines agent or insurer delivers a notice to the consumer at the time a customer relationship is established on which the following is printed in 16-point type:

PRIVACY NOTICE

NEITHER THE U.S. SURPLUS LINES AGENTS THAT HANDLED THIS INSURANCE NOR THE INSURERS THAT HAVE UNDERWRITTEN THIS INSURANCE WILL DISCLOSE NONPUBLIC PERSONAL INFORMATION CONCERNING THE BUYER TO NONAFFILIATES OF THE BROKERS OR INSURERS EXCEPT AS PERMITTED BY LAW.

(16) "Nonaffiliated third party" means any person except a licensee's affiliate or a person employed jointly by a licensee and any company that is not the licensee's affiliate. The term includes either of the following:

(A) The other company that jointly employs the person.

(B) Any company that is an affiliate solely by virtue of the direct or indirect ownership or control of the company by the licensee or its affiliate in conducting merchant banking or investment banking activities or insurance company investment activities of the type described in the federal Bank Holding Company Act, 12 U.S.C. 1843(k)(4)(H) and 12 U.S.C. 1843(k)(4)(I).

(17) "Nonpublic personal financial information" means personally identifiable financial information and any list, description, or other grouping of consumers (and publicly available information pertaining to them) that is derived using any personally identifiable financial information that is not publicly available, including the following:

(A) The term includes any list of individuals' names and street addresses that is derived in whole or in part using personally identifiable financial information that is not publicly available, such as account numbers.

(B) The term does not include any of the following:

(i) Health information.

(ii) Publicly available information, except as included on a list described in subdivision (23).

(iii) Any list, description, or other grouping of consumers (and publicly available information pertaining to them) that is derived without using any personally identifiable financial information that is not publicly available.

(C) The term does not include any list of individuals' names and addresses that contains only publicly available information, is not derived in whole or in part using personally identifiable financial information that is not publicly available, and is not disclosed in a manner that indicates that any of the individuals on the list is a consumer of a financial institution.

(18) "Nonpublic personal information" means nonpublic personal financial information.

(19) "Personally identifiable financial information" means information a consumer provides to a licensee to obtain an insurance product or service from the licensee, information about a consumer resulting from a transaction involving an insurance product or service between a licensee and a consumer, or information the licensee otherwise obtains about a consumer in connection with providing an insurance product or service to that consumer, including the following:

(A) The term includes the following:

(i) Information a consumer provides to a licensee on an application to obtain an insurance product or service.

(ii) Account balance information and payment history.

(iii) The fact that an individual is or has been one of the licensee's customers or has obtained an insurance product or service from the licensee.

(iv) Any information about the licensee's consumer if it is disclosed in a manner that indicates that the individual is or has been the licensee's consumer.

(v) Any information that a consumer provides to a licensee or that the licensee or its agent otherwise obtains in connection with collecting on a loan or servicing a loan.

(vi) Any information the licensee collects through an Internet cookie (an information-collecting device from a Web server).

(vii) Information from a consumer report.

(B) The term does not include the following:

(i) Health information.

(ii) A list of names and addresses of customers of an entity that is not a financial institution.

(iii) Information that does not identify a consumer, such as aggregate information or blind data that does not contain personal identifiers, such as account numbers, names or addresses.

(20) "Producer" means a person licensed under IC 27-1-15.5, IC 27-1-15.6 or IC 27-1-15.8.

(21) "Publicly available information" means any information that a licensee has a reasonable basis to believe is lawfully made available to the general public from federal, state, or local government records, widely distributed media, or disclosures to the general public that are required to be made by federal, state, or local law. The following requirements

apply:

(A) A licensee has a reasonable basis to believe that information is lawfully made available to the general public if the licensee has taken steps to determine that the information is of the type that is available to the general public and whether an individual can direct that the information not be made available to the general public, and, if so, that the licensee's consumer has not done so.

(B) Publicly available information in government records includes information in government real estate records and security interest filings.

(C) Publicly available information from widely distributed media includes information from a:

- (i) telephone book;
- (ii) television;
- (iii) radio program;
- (iv) newspaper; or
- (v) Web site;

that is available to the general public on an unrestricted basis. A Web site is not restricted merely because an Internet service provider or a site operator requires a fee or a password, so long as access is available to the general public.

(D) A licensee has a reasonable basis to believe that mortgage information is lawfully made available to the general public if the licensee has determined that the information is of the type included on the public record in the jurisdiction where the mortgage would be recorded.

(E) A licensee has a reasonable basis to believe that an individual's telephone number is lawfully made available to the general public if the licensee has located the telephone number in the telephone book or the consumer has informed you that the telephone number is not unlisted.

**SECTION 3. (a)** A licensee shall provide a clear and conspicuous notice that accurately reflects its privacy policies and practices to the following:

(1) An individual who becomes the licensee's customer, not later than when the licensee establishes a customer relationship, except as provided in subsection (e).

(2) A consumer, before the licensee discloses any nonpublic personal financial information about the consumer to any nonaffiliated third party, if the licensee makes a disclosure other than as authorized by SECTIONS 13 and 14 of this document.

(b) A licensee is not required to provide an initial notice to a consumer under subsection (a) in either of the following instances:

(1) The licensee does not disclose any nonpublic personal financial information about the consumer to any nonaffiliated third party, other than as authorized by SECTIONS 13 and 14 of this document, and the licensee does not have a customer relationship with the consumer.

(2) A notice has been provided by an affiliated licensee, as long as the notice clearly identifies all licensees to whom the notice applies and is accurate with respect to the licensee and the other institutions.

(c) A licensee establishes a customer relationship at the time the licensee and the consumer enter into a continuing relationship. The following are examples of establishing customer relationship:

(1) The consumer becomes a policyholder of a licensee that is an insurer when the insurer delivers an insurance policy or contract to the consumer, or in the case of a licensee that is an insurance producer or insurance agent, obtains insurance through that licensee.

(2) The consumer agrees to obtain financial, economic or investment advisory services relating to insurance products or services for a fee from the licensee.

(d) When an existing customer obtains a new insurance product or service from a licensee that is to be used primarily for personal, family, or household purposes, the licensee satisfies the initial notice requirements of subsection (a) if:

(1) the licensee may provide a revised policy notice, under SECTION 7 of this document, that covers the customer's new insurance product or service; or

(2) the initial, revised, or annual notice that the licensee most recently provided to that customer was accurate with respect to the new insurance product or service, the licensee does not need to provide a new privacy notice under subsection (a).

(e) The following are exceptions that allow subsequent delivery of the required notice:

(1) A licensee may provide the initial notice required by subsection (a)(1) within a reasonable time after the licensee

establishes a customer relationship if:

(A) establishing the customer relationship is not at the customer's election; or

(B) providing notice not later than when the licensee establishes a customer relationship would substantially delay the customer's transaction and the customer agrees to receive the notice at a later time.

(2) The following are examples of exceptions:

(A) Establishing a customer relationship is not at the customer's election if a licensee acquires or is assigned a customer's policy from another financial institution or residual market mechanism and the customer does not have a choice about the licensee's acquisition or assignment.

(B) Providing notice not later than when a licensee establishes a customer relationship would substantially delay the customer's transaction when the licensee and the individual agree over the telephone to enter into a customer relationship involving prompt delivery of the insurance product or service.

(C) Providing notice not later than when a licensee establishes a customer relationship would not substantially delay the customer's transaction when the relationship is initiated in person at the licensee's office or through other means by which the customer may view the notice, such as on a Web site.

(f) When a licensee is required to deliver an initial privacy notice by this section, the licensee shall deliver it according to SECTION 8 of this document. If the licensee uses a short-form initial notice for non-customers according to SECTION 5(d) of this document, the licensee may deliver its privacy notice according to SECTION 5(d)(3) of this document.

SECTION 4. (a) A licensee shall provide a clear and conspicuous notice to customers that accurately reflects its privacy policies and practices not less than annually during the continuation of the customer relationship.

(1) As used in this section, "annually" means at least once in any period of twelve (12) consecutive months during which that relationship exists. A licensee may define the twelve (12) consecutive month period, but the licensee shall apply it to the customer on a consistent basis.

(2) A licensee provides a notice annually if it defines the twelve (12) consecutive month period as a calendar year and provides the annual notice to the customer once in each calendar year following the calendar year in which the licensee provided the initial notice. For example, if a customer opens an account on any day of Year 1, the licensee shall provide an annual notice to that customer by December 31 of Year 2.

(b) A licensee is not required to provide an annual notice to a former customer. As used in this section, "former customer" means an individual with whom a licensee no longer has a continuing relationship and includes the following:

(1) The individual no longer is a current policyholder of an insurance product or no longer obtains insurance services with or through the licensee.

(2) The individual's policy is lapsed, expired, or otherwise inactive or dormant under the licensee's business practices, and the licensee has not communicated with the customer about the relationship for a period of twelve (12) consecutive months, other than to provide annual privacy notices, material required by law or document, or promotional materials.

(3) An individual if the individual's last known address according to the licensee's records is deemed invalid. An address of record is deemed invalid if mail sent to that address by the licensee has been returned by the postal authorities as undeliverable and if subsequent attempts by the licensee to obtain a current valid address for the individual have been unsuccessful.

(4) In the case of providing real estate settlement services, at the time the customer completes execution of all documents related to the real estate closing, payment for those services has been received, or the licensee has completed all of its responsibilities with respect to the settlement, including filing documents on the public record, whichever is later.

(c) When a licensee is required by this section to deliver an annual privacy notice, the licensee shall deliver it according to SECTION 8 of this document.

SECTION 5. (a) The initial, annual, and revised privacy notices that a licensee provides under SECTIONS 3, 4, and 7 of this document shall include each of the following items of information, in addition to any other information the licensee wishes to provide, that applies to the licensee and to the consumers to whom the licensee sends its privacy notice:

(1) The categories of nonpublic personal financial information that the licensee collects.

(2) The categories of nonpublic personal financial information that the licensee discloses.

(3) The categories of affiliates and nonaffiliated third parties to whom the licensee discloses nonpublic personal financial information, other than those parties to whom the licensee discloses information under SECTIONS 13 and 14 of this document.

(4) The categories of nonpublic personal financial information about the licensee's former customers that the licensee discloses and the categories of affiliates and nonaffiliated third parties to whom the licensee discloses nonpublic personal financial information about the licensee's former customers, other than those parties to whom the licensee discloses information under SECTIONS 13 and 14 of this document.

(5) If a licensee discloses nonpublic personal financial information to a nonaffiliated third party under SECTION 12 of this document (and no other exception in SECTIONS 13 and 14 of this document applies to that disclosure), a separate description of the categories of information the licensee discloses and the categories of third parties with whom the licensee has contracted.

(6) An explanation of the consumer's right under SECTION 9(a) of this document to opt out of the disclosure of nonpublic personal financial information to nonaffiliated third parties, including the methods by which the consumer may exercise that right at that time.

(7) Any disclosures that the licensee makes under Section 603(d)(2)(A)(iii) of the federal Fair Credit Reporting Act, 15 U.S.C. 1681a(d)(2)(A)(iii), regarding the ability to opt out of disclosures of information among affiliates.

(8) The licensee's policies and practices with respect to protecting the confidentiality and security of nonpublic personal information.

(9) Any disclosure that the licensee makes under subsection (b).

(b) If a licensee discloses nonpublic personal financial information as authorized under SECTIONS 13 and 14 of this document, the licensee is not required to list those exceptions in the initial or annual privacy notices required by SECTIONS 3 and 4 of this document. When describing the categories of parties to whom disclosure is made, the licensee is required to state only that it makes disclosures to other affiliated or nonaffiliated third parties, as applicable, as permitted by law.

(c) The following are examples:

(1) A licensee satisfies the requirement to categorize the nonpublic personal financial information it collects if the licensee categorizes it according to the source of the information, as applicable information:

(A) from the consumer;

(B) about the consumer's transactions with the licensee or its affiliates;

(C) about the consumer's transactions with nonaffiliated third parties; and

(D) from a consumer reporting agency.

(2) A licensee satisfies the requirement to categorize nonpublic personal financial information it discloses if the licensee categorizes the information according to source, as described in subdivision (1), as applicable, and provides a few examples to illustrate the types of information in each category. These examples might include the following:

(A) Information from the consumer, including application information, such as assets and income and identifying information, such as name, address, and Social Security number.

(B) Transaction information, such as information about balances, payment history, and parties to the transaction.

(C) Information from consumer reports, such as a consumer's creditworthiness and credit history.

(3) A licensee does not adequately categorize the information that it discloses if the licensee uses only general terms, such as transaction information about the consumer. If a licensee reserves the right to disclose all of the nonpublic personal financial information about consumers that it collects, the licensee may simply state that fact without describing the categories or examples of nonpublic personal information that the licensee discloses.

(4) A licensee satisfies the requirement to categorize the affiliates and nonaffiliated third parties to which the licensee discloses nonpublic personal financial information about consumers if the licensee identifies the types of businesses in which they engage.

(A) Types of businesses may be described by general terms only if the licensee uses a few illustrative examples of significant lines of business. For example, a licensee may use the term financial products or services if it includes appropriate examples of significant lines of businesses, such as life insurer, automobile insurer, consumer banking, or securities brokerage.

(B) A licensee also may categorize the affiliates and nonaffiliated third parties to which it discloses nonpublic personal financial information about consumers using more detailed categories.

(5) If a licensee discloses nonpublic personal financial information under the exception contained in SECTION 12 of this document to a nonaffiliated third party to market products or services that it offers alone or jointly with another financial institution, the licensee satisfies the disclosure requirement of subsection (a)(5) if it:

(A) lists the categories of nonpublic personal financial information it discloses, using the same categories and examples the licensee used to meet the requirements of subsection (a)(2), as applicable; and

(B) states whether the third party is a:

(i) service provider that performs marketing services on the licensee's behalf or on behalf of the licensee and another financial institution; or

(ii) financial institution with whom the licensee has a joint marketing agreement.

(6) If a licensee does not disclose, and does not wish to reserve the right to disclose, nonpublic personal financial information about customers or former customers to affiliates or nonaffiliated third parties, except as authorized under SECTIONS 13 and 14 of this document, the licensee may simply state that fact, in addition to the information it shall provide under subsections (a)(1), (a)(8), (a)(9), and (b).

(7) A licensee describes its policies and practices with respect to protecting the confidentiality and security of nonpublic personal financial information if it does both of the following:

(A) Describes in general terms who is authorized to have access to the information.

(B) States whether the licensee has security practices and procedures in place to ensure the confidentiality of the information in accordance with the licensee's policy. The licensee is not required to describe technical information about the safeguards it uses.

(d) A licensee may satisfy the initial notice requirements of SECTIONS 3(a)(2) and 6(c) of this document for a consumer who is not a customer by providing a short-form initial notice at the same time as the licensee delivers an opt out notice as required in SECTION 6 of this document.

(1) A short-form notice shall:

(A) be clear and conspicuous;

(B) state that the licensee's privacy notice is available upon request; and

(C) explain a reasonable means by which the consumer may obtain that notice.

(2) The licensee shall deliver its short-form initial notice according to SECTION 8 of this document. The licensee is not required to deliver its privacy notice with its short-form initial notice. The licensee instead may provide the consumer a reasonable means to obtain its privacy notice. If a consumer who receives the licensee's short-form notice requests the licensee's privacy notice, the licensee shall deliver its privacy notice according to SECTION 8 of this document.

(3) The licensee provides a reasonable means by which a consumer may obtain a copy of its privacy notice if the licensee does either of the following:

(A) Provides a toll free telephone number that the consumer may call to request the notice.

(B) For a consumer who conducts business in person at the licensee's office, maintains copies of the notice on hand that the licensee provides to the consumer immediately upon request.

(e) The licensee's notice may include the following:

(1) Categories of nonpublic personal financial information that the licensee reserves the right to disclose in the future, but does not currently disclose.

(2) Categories of affiliates or nonaffiliated third parties to whom the licensee reserves the right in the future to disclose, but to whom the license does not currently disclose, nonpublic financial information.

(f) Sample clauses illustrating some of the notice content required by this section are included in SECTION 17 of this document.

SECTION 6. (a) If a licensee is required to provide an opt out notice under SECTION 10(a) of this document, it shall provide a clear and conspicuous notice to each of its consumers that accurately explains the right to opt out under that SECTION.

(1) The notice shall state all of the following:

(A) The licensee discloses or reserves the right to disclose nonpublic personal financial information about its consumer to a nonaffiliated third party.

(B) The consumer has the right to opt out of that disclosure.

(C) A reasonable means by which the consumer may exercise the opt out right.

(2) The following are examples:

(A) A licensee provides adequate notice that the consumer can opt out of the disclosure of nonpublic personal financial information to a nonaffiliated third party if the licensee does all of the following:

(i) Identifies all of the categories of nonpublic personal financial information that it discloses or reserves the right to disclose, and all of the categories of nonaffiliated third parties to which the licensee discloses the information, as described in SECTION 5(a)(2) and 5(a)(3) of this document.

(ii) States that the consumer can opt out of the disclosure of that information.



(iii) Identifies the insurance products or services that the consumer obtains from the licensee, either singly or jointly, to which the opt out direction would apply.

(B) A licensee provides a reasonable means to exercise an opt out right if it does any of the following:

(i) Designates check-off boxes in a prominent position on the relevant forms with the opt out notice.

(ii) Includes a reply form together with the opt out notice.

(iii) Provides an electronic means to opt out, such as a form that can be sent via electronic mail or a process at the licensee's Web site, if the consumer agrees to the electronic delivery of information.

(iv) Provides a toll free telephone number that consumers may call to opt out.

(C) A licensee does not provide a reasonable means of opting out if the only means of opting out:

(i) is for the consumer to write his or her own letter to exercise that opt out right; or

(ii) as described in any notice subsequent to the initial notice, is to use a check-off box that the licensee provided with the initial notice, but did not include with the subsequent notice.

(D) A licensee may require each consumer to opt out through a specific means as long as that means is reasonable for that consumer.

(b) A licensee may provide the opt out notice together with or on the same written or electronic form as the initial notice the licensee provides in accordance with SECTION 3 of this document.

(c) If a licensee provides the opt out notice later than required for the initial notice in accordance with SECTION 3 of this document, the licensee shall also include a copy of the initial notice with the opt out notice in writing or, if the consumer agrees, electronically.

(d) The following apply to joint relationships:

(1) If two (2) or more consumers jointly obtain an insurance product or service from a licensee, the licensee may provide a single opt out notice. The licensee's opt out notice shall explain how the licensee will treat an opt out direction by a joint consumer.

(2) Any of the joint consumers may exercise the right to opt out. The licensee may either:

(A) treat an opt out direction by a joint consumer as applying to all of the associated joint consumers; or

(B) permit each joint consumer to opt out separately.

(3) If a licensee permits each joint consumer to opt out separately, the licensee shall permit one (1) of the joint consumers to opt out on behalf of all of the joint consumers.

(4) A licensee may not require all joint consumers to opt out before it implements any opt out direction.

(5) The following example is illustrative. If John and Mary are both named policyholders on a homeowner's insurance policy issued by a licensee and the licensee sends policy statements to John's address, the licensee may do any of the following, but it shall explain in its opt out notice which opt out policy the licensee will follow:

(A) Send a single opt out notice to John's address, but the licensee shall accept an opt out direction from either John or Mary.

(B) Treat an opt out direction by either John or Mary as applying to the entire policy. If the licensee does so and John opts out, the licensee may not require Mary to opt out as well before implementing John's opt out direction.

(C) Permit John and Mary to make different opt out directions. If the licensee does so:

(i) it shall permit John and Mary to opt out for each other;

(ii) if both opt out, the licensee shall permit both of them to notify it in a single response; and

(iii) if John opts out and Mary does not, the licensee may only disclose nonpublic personal financial information about Mary, but not about John and not about John and Mary jointly.

(e) A licensee shall comply with the consumer's opt out direction as soon as reasonably practicable after it is received by the licensee.

(f) A consumer may exercise the right to opt out at any time.

(g) A consumer's direction to opt out under this SECTION is effective until the consumer revokes it in writing or, if the consumer agrees, electronically. When a consumer relationship terminates, the customer's opt out direction continues to apply to the nonpublic personal financial information that the licensee collected during or related to that relationship. If the individual subsequently establishes a new customer relationship with the licensee, the opt out direction that applied to the former relationship does not apply to the new relationship.

**(h) When a licensee is required to deliver an opt out notice by this section, the licensee shall deliver it according to SECTION 8 of this document.**

**SECTION 7. (a) Except as otherwise authorized in this document, a licensee shall not, directly or through an affiliate, disclose any nonpublic personal financial information about a consumer to a nonaffiliated third party other than as described in the initial notice that the licensee provided to that consumer under SECTION 3 of this document unless the:**

- (1) licensee has provided to the consumer a clear and conspicuous revised notice that accurately describes its policies and practices;**
- (2) licensee has provided to the consumer a new opt out notice;**
- (3) licensee has given the consumer a reasonable opportunity, before the licensee discloses the information to the nonaffiliated third party, to opt out of the disclosure; and**
- (4) consumer does not opt out.**

**(b) Except as otherwise permitted by SECTIONS 12 through 14 of this document, a licensee shall provide a revised notice before it does any of the following:**

- (1) Discloses a new category of nonpublic personal financial information to any nonaffiliated third party.**
- (2) Discloses nonpublic personal financial information to a new category of nonaffiliated third party.**
- (3) Discloses nonpublic personal financial information about a former customer to a nonaffiliated third party, if that former customer has not had the opportunity to exercise an opt out right regarding that disclosure.**

**(c) A revised notice is not required if the licensee discloses nonpublic personal financial information to a new nonaffiliated third party that the licensee adequately described in its prior notice.**

**(d) When a licensee is required to deliver a revised privacy notice by this section, the licensee shall deliver it according to SECTION 8 of this document.**

**SECTION 8. (a) A licensee shall provide any notices that this document requires so that each consumer can reasonably be expected to receive actual notice in writing or, if the consumer agrees, electronically.**

**(b) A licensee may reasonably expect that a consumer will receive actual notice if the licensee does any of the following:**

- (1) Hand delivers a printed copy of the notice to the consumer.**
- (2) Mails a printed copy of the notice to the last known address of the consumer separately, or in a policy, billing, or other written communication.**
- (3) For a consumer who conducts transactions electronically, posts the notice on the electronic site and requires the consumer to acknowledge receipt of the notice as a necessary step to obtaining a particular insurance product or service.**
- (4) For an isolated transaction with a consumer, such as the licensee providing an insurance quote or selling the consumer travel insurance, posts the notice and requires the consumer to acknowledge receipt of the notice as a necessary step to obtaining the particular insurance product or service.**

**(c) A licensee may not reasonably expect that a consumer will receive actual notice of its privacy policies and practices if it does either of the following:**

- (1) Only posts a sign in its office or generally publishes advertisements of its privacy policies and practices.**
- (2) Sends the notice via electronic mail to a consumer who does not obtain an insurance product or service from the licensee electronically.**

**(d) A licensee may reasonably expect that a customer will receive actual notice of the licensee's annual privacy notice if the customer:**

- (1) uses the licensee's Web site to access insurance products and services electronically and agrees to receive notices at the Web site and the licensee posts its current privacy notice continuously in a clear and conspicuous manner on the Web site;**  
**or**
- (2) has requested that the licensee refrain from sending any information regarding the customer relationship, and the licensee's current privacy notice remains available to the customer upon request.**

**(e) A licensee may not provide any notice required by this document solely by orally explaining the notice, either in person or over the telephone.**

(f) For customers only, a licensee shall provide the initial notice required by SECTION 3(a)(1) of this document, the annual notice required by SECTION 4(a) of this document, and the revised notice required by SECTION 7 of this document so that the customer can retain them or obtain them later in writing or, if the customer agrees, electronically. A licensee provides a privacy notice to the customer so that the customer can retain it or obtain it later if the licensee does any of the following:

- (1) Hand delivers a printed copy of the notice to the customer.
- (2) Mails a printed copy of the notice to the last known address of the customer.
- (3) Makes its current privacy notice available on a Web site (or a link to another Web site) for the customer who obtains an insurance product or service electronically and agrees to receive the notice at the Web site.

(g) A licensee may provide a joint notice from the licensee and one (1) or more of its affiliates or other financial institutions, as identified in the notice, as long as the notice is accurate with respect to the licensee and the other institutions. A licensee also may provide a notice on behalf of another financial institution.

(h) If two (2) or more consumers jointly obtain an insurance product or service from a licensee, the licensee may satisfy the initial, annual, and revised notice requirements of SECTIONS 3(a), 4(a), and 7(a) of this document, by providing one (1) notice to those consumers jointly.

SECTION 9. (a) Except as otherwise authorized in this document, a licensee may not, directly or through any affiliate, disclose any nonpublic personal financial information about a consumer to a nonaffiliated third party unless the:

- (1) licensee has provided to the consumer an initial notice as required under SECTION 3 of this document;
- (2) licensee has provided to the consumer an opt out notice as required in SECTION 6 of this document;
- (3) licensee has given the consumer a reasonable opportunity, before it discloses the information to the nonaffiliated third party, to opt out of the disclosure; and
- (4) consumer does not opt out.

(b) Opt out means a direction by the consumer that the licensee not disclose nonpublic personal financial information about that consumer to a nonaffiliated third party, other than as permitted by SECTIONS 12 through 14 of this document.

(c) A licensee provides a consumer with a reasonable opportunity to opt out if the licensee does any of the following:

- (1) The licensee mails the notices required in subsection (a) to the consumer and allows the consumer to opt out by mailing a form, calling a toll free telephone number or any other reasonable means within thirty (30) days from the date the licensee mailed the notices.
- (2) A customer opens an on-line account with a licensee and agrees to receive the notices required in subsection (a) electronically, and the licensee allows the customer to opt out by any reasonable means within thirty (30) days after the date that the customer acknowledges receipt of the notices in conjunction with opening the account.
- (3) For an isolated transaction, such as providing the consumer with an insurance quote, a licensee provides the consumer with a reasonable opportunity to opt out if the licensee provides the notices required in subsection (a) at the time of the transaction and requests that the consumer decide, as a necessary part of the transaction, whether to opt out before completing the transaction.

(d) A licensee shall comply with this section, regardless of whether the licensee and the consumer have established a customer relationship. Unless a licensee complies with this section, the licensee may not, directly or through any affiliate, disclose any nonpublic personal financial information about a consumer that the licensee has collected, regardless of whether the licensee collected it before or after receiving the direction to opt out from the consumer.

(e) A licensee may allow a consumer to select certain nonpublic personal financial information or certain nonaffiliated third parties with respect to which the consumer wishes to opt out.

SECTION 10. (a) If a licensee receives nonpublic personal financial information from a nonaffiliated financial institution under an exception in SECTION 13 or 14 of this document, the licensee's disclosure and use of that information is limited as follows:

- (1) The licensee may disclose the information to the affiliates of the financial institution from which the licensee received the information.
- (2) The licensee may disclose the information to its affiliates, but the licensee's affiliates may, in turn, disclose and use the information only to the extent that the licensee may disclose and use the information.

**(3) The licensee may disclose and use the information pursuant to an exception in SECTION 13 or 14 of this document, in the ordinary course of business to carry out the activity covered by the exception under which the licensee received the information.**

**For example, if a licensee receives information from a nonaffiliated financial institution for claims settlement purposes, the licensee may disclose the information for fraud prevention, or in response to a properly authorized subpoena. The licensee may not disclose that information to a third party for marketing purposes or use that information for its own marketing purposes.**

**(b) If a licensee receives nonpublic personal financial information from a nonaffiliated financial institution other than under an exception in SECTION 13 or 14 of this document, the licensee may disclose the information only to:**

- (1) the affiliates of the financial institution from which the licensee received the information;**
- (2) its affiliates, but its affiliates may, in turn, disclose the information only to the extent that the licensee may disclose the information; and**
- (3) any other person, if the disclosure would be lawful if made directly to that person by the financial institution from which the licensee received the information.**

**For example, if a licensee obtains a customer list from a nonaffiliated financial institution outside of the exceptions in SECTION 13 or 14 of this document, the licensee may use that list for its own purposes, and the licensee may disclose that list to another nonaffiliated third party only if the financial institution from which the licensee purchased the list could have lawfully disclosed the list to that third party. That is, the licensee may disclose the list in accordance with the privacy policy of the financial institution from which the licensee received the list, as limited by the opt out direction of each consumer whose nonpublic personal financial information the licensee intends to disclose, and the licensee may disclose the list in accordance with an exception in SECTION 13 or 14 of this document, such as to the licensee's attorneys or accountants.**

**(c) If a licensee discloses nonpublic personal financial information to a nonaffiliated third party under an exception in SECTION 13 or 14 of this document, the third party may disclose and use that information only as follows:**

- (1) The third party may disclose the information to the licensee's affiliates.**
- (2) The third party may disclose the information to its affiliates, but its affiliates may, in turn, disclose and use the information only to the extent that the third party may disclose and use the information.**
- (3) The third party may disclose and use the information pursuant to an exception in SECTION 13 or 14 of this document in the ordinary course of business to carry out the activity covered by the exception under which it received the information.**

**(d) If a licensee discloses nonpublic personal financial information to a nonaffiliated third party other than under an exception in SECTION 13 or 14 of this document, the third party may disclose the information only to:**

- (1) the licensee's affiliates;**
- (2) the third party's affiliates, but the third party's affiliates, in turn, may disclose the information only to the extent the third party can disclose the information; and**
- (3) any other person, if the disclosure would be lawful if the licensee made it directly to that person.**

**SECTION 11. (a) A licensee shall not, directly or through an affiliate, disclose, other than to a consumer reporting agency, a policy number or similar form of access number or access code for a consumer's policy or transaction account to any nonaffiliated third party for use in telemarketing, direct mail marketing, or other marketing through electronic mail to the consumer.**

**(b) Subsection (a) does not apply if a licensee discloses a policy number or similar form of access number or access code to any of the following:**

- (1) The licensee's service provider solely in order to perform marketing for the licensee's own products or services, as long as the service provider is not authorized to directly initiate charges to the account.**
- (2) A licensee who is a producer solely in order to perform marketing for the licensee's own products or services.**
- (3) A participant in an affinity or similar program where the participants in the program are identified to the customer when the customer enters into the program.**

**(c) A policy number, or similar form of access number or access code, does not include a number or code in an encrypted form, as long as the licensee does not provide the recipient with a means to decode the number or code.**

**(d) For purposes of this section, a policy or transaction account is an account other than a deposit account or a credit card account. A policy or transaction account does not include an account to which third parties cannot initiate charges.**

**SECTION 12. (a) The opt out requirements in SECTIONS 6 and 9 of this document do not apply when a licensee provides nonpublic personal financial information to a nonaffiliated third party to perform services for the licensee or functions on the licensee's behalf, if the licensee:**

- (1) provides the initial notice in accordance with SECTION 3 of this document; and**
- (2) enters into a contractual agreement with the third party that prohibits the third party from disclosing or using the information other than to carry out the purposes for which the licensee disclosed the information, including use under an exception in SECTION 13 or 14 of this document in the ordinary course of business to carry out those purposes.**

**For example, if a licensee discloses nonpublic personal financial information under this section to a financial institution with which the licensee performs joint marketing, the licensee's contractual agreement with that institution meets the requirements of this subsection if it prohibits the institution from disclosing or using the nonpublic personal financial information, except as necessary to carry out the joint marketing or under an exception in SECTION 13 or 14 of this document in the ordinary course of business to carry out that joint marketing.**

**(b) The services a nonaffiliated third party performs for a licensee under subsection (a) may include marketing of the licensee's own products or services or marketing of financial products or services offered pursuant to joint agreements between the licensee and one (1) or more financial institutions.**

**(c) For purposes of this section, "joint agreement" means a written contract pursuant to which a licensee and one (1) or more financial institutions jointly offer, endorse, or sponsor a financial product or service.**

**SECTION 13. (a) The requirements for initial notice in SECTION 3(a)(2) of this document, the opt out in SECTION 6 and 9 of this document, and service providers and joint marketing in SECTION 12 of this document do not apply if the licensee discloses nonpublic personal financial information as necessary to effect, administer, or enforce a transaction that a consumer requests or authorizes, or in connection with any of the following:**

- (1) Servicing or processing an insurance product or service that a consumer requests or authorizes.**
- (2) Maintaining or servicing the consumer's account with a licensee, or with another entity as part of a private label credit card program or other extension of credit on behalf of such entity.**
- (3) A proposed or actual securitization, secondary market sale, including sales of servicing rights, or similar transaction related to a transaction of the consumer.**
- (4) Reinsurance or stop loss or excess loss insurance.**
- (5) To provide information to the policyholder or the producer who procured the insurance policy with respect to a claim under the insurance policy.**

**(b) As used in this SECTION, "necessary to effect, administer, or enforce a transaction" means that the disclosure is required, or is:**

- (1) one (1) of the lawful or appropriate methods, to enforce the licensee's rights or the rights of other persons engaged in carrying out the financial transaction or providing the product or service; or**
- (2) a usual, appropriate, or acceptable method to:**
  - (A) carry out the transaction or the product or service business of which the transaction is a part, and record, service, or maintain the consumer's account in the ordinary course of providing the insurance product or service;**
  - (B) administer or service benefits or claims relating to the transaction or the product or service business of which it is a part;**
  - (C) provide a confirmation, statement, or other record of the transaction, or information on the status or value of the insurance product or service to the consumer or the consumer's agent or broker;**
  - (D) accrue or recognize incentives or bonuses associated with the transaction that are provided by a licensee or any other party; and**
  - (E) underwrite insurance at the consumer's request or for any of the following purposes as they relate to a consumer's insurance:**
    - (i) Account administration.**
    - (ii) Reporting.**
    - (iii) Investigating or preventing fraud or material misrepresentation.**
    - (iv) Processing premium payments.**

- (v) Processing insurance claims.
- (vi) Administering insurance benefits, including utilization review activities.
- (vii) Participating in research projects.
- (viii) As otherwise required or specifically permitted by federal or state law.
- (ix) In connection with the:
  - (AA) authorization, settlement, billing, processing, clearing, transferring, reconciling, or collection of amounts charged, debited, or otherwise paid using a debit, credit, or other payment card, check, or account number, or by other payment means;
  - (BB) transfer of receivables, accounts, or interests therein; or
  - (CC) audit of debit, credit, or other payment information.

SECTION 14. (a) The requirements for initial notice to consumers in SECTION 3(a)(2) of this document, the opt out in SECTIONS 6 and 9 of this document, and service providers and joint marketing in SECTION 12 of this document do not apply when a licensee discloses nonpublic personal financial information:

- (1) With the consent or at the direction of the consumer, provided that the consumer has not revoked the consent or direction.
  - (2) In any of the following situations:
    - (A) To protect the confidentiality or security of a licensee's records pertaining to the consumer, service, product, or transaction.
    - (B) To protect against or prevent actual or potential fraud or unauthorized transactions.
    - (C) For required institutional risk control or for resolving consumer disputes or inquiries.
    - (D) To persons holding a legal or beneficial interest relating to the consumer.
    - (E) To persons acting in a fiduciary or representative capacity on behalf of the consumer.
  - (3) To provide information to:
    - (A) insurance rate advisory organizations;
    - (B) guaranty funds or agencies;
    - (C) agencies that are rating a licensee;
    - (D) persons who are assessing the licensee's compliance with industry standards; and
    - (E) the licensee's attorneys, accountants, and auditors.
  - (4) To the extent specifically permitted or required under other provisions of law and in accordance with the federal Right to Privacy Act of 1978 (12 U.S.C. 3401 et seq.), to law enforcement agencies, including the Federal Reserve Board, Office of the Comptroller of the Currency, Federal Deposit Insurance Corporation, Office of Thrift Supervision, National Credit Union Administration, the Securities and Exchange Commission, the Secretary of the Treasury, with respect to 31 U.S.C. Chapter 53, Subchapter II (Records and Reports on Monetary Instruments and Transactions) and 12 U.S.C. Chapter 21 (Financial Record keeping), a state insurance authority, and the Federal Trade Commission, self-regulatory organization or for an investigation on a matter related to public safety.
  - (5) To a consumer reporting agency in accordance with the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) or from a consumer report reported by a consumer reporting agency.
  - (6) In connection with a proposed or actual sale, merger, transfer, or exchange of all or a portion of a business or operating unit if the disclosure of nonpublic personal financial information concerns solely consumers of the business or unit.
  - (7) To comply with or respond to any of the following:
    - (A) Federal, state, or local laws, documents, and other applicable legal requirements.
    - (B) Properly authorized civil, criminal, or regulatory investigation, or subpoena, or summons by federal, state, or local authorities.
    - (C) Judicial process or governmental regulatory authorities having jurisdiction over a licensee for examination, compliance, or other purposes as authorized by law.
  - (8) For purposes related to the replacement of a group benefit plan, a group health plan, a group welfare plan, or a workers' compensation plan.
- (b) A consumer may revoke consent by subsequently exercising the right to opt out of future disclosures of nonpublic personal information as permitted under SECTION 6(f) of this document.

SECTION 15. Nothing in this document shall be construed to modify, limit, or supersede the operation of the federal Fair Credit Reporting Act, 15 U.S.C. 1681 et seq., and no inference shall be drawn on the basis of the provisions of this document regarding whether information is transaction or experience information under Section 603 of the Fair Credit Reporting Act.

**SECTION 16. A licensee shall not unfairly discriminate against any consumer or customer because that consumer or customer has opted out from the disclosure of his or her nonpublic personal financial information.**

**SECTION 17. (a) A licensee may use the following statement, as applicable, to meet the requirements of SECTION 5(a)(1) of this document, to describe the categories of nonpublic personal information the licensee collects:**

**“We collect nonpublic personal information about you from the following sources:**

- (1) Information we receive from you on applications or other forms.**
- (2) Information about your transactions with us, our affiliates or others.**
- (3) Information we receive from a consumer reporting agency.”.**

**(b) A licensee may use one (1) of the statements in this subsection, as applicable, to meet the requirement of SECTION 5(a)(2) of this document, to describe the categories of nonpublic personal information the licensee discloses. The licensee may use either of the following statements if it discloses nonpublic personal information other than as permitted by the exceptions in SECTIONS 12 through 14 of this document:**

**(1) “We may disclose the following kinds of nonpublic personal information about you:**

**(A) Information we receive from you on applications or other forms, such as (provide illustrative examples, such as ‘your name, address, Social Security number, assets, income, and beneficiaries’).**

**(B) Information about your transactions with us, our affiliates, or others, such as (provide illustrative example, such as ‘your policy coverage, premiums, and payment history’).**

**(C) Information we receive from a consumer reporting agency, such as (provide illustrative examples, such as ‘your creditworthiness and credit history’).”.**

**(2) “We may disclose all of the information that we collect, as described (describe location in the notice, such as ‘above’ or ‘below’).”.**

**(c) A licensee may use the statement in this subsection, as applicable, to meet the requirements of SECTIONS 5(a)(2), 5(a)(3), and 5(a)(4) of this document, to describe the categories of nonpublic personal information about customers and former customers that the licensee discloses and the categories of affiliates and nonaffiliated third parties to whom the licensee discloses. A licensee may use the following statement if the licensee does not disclose nonpublic personal information to any party, other than as permitted by the exceptions in SECTIONS 13 and 14 of this document:**

**“We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law.”.**

**(d) A licensee may use the statement in this subsection, as applicable, to meet the requirement of SECTION 5(a)(3) of this document, to describe the categories of affiliates and nonaffiliated third parties to whom the licensee discloses nonpublic personal information. The following statement may be used if the licensee discloses nonpublic personal information other than as permitted by the exceptions in SECTIONS 12 through 14 of this document, as well as when permitted by the exceptions in SECTIONS 13 and 14 of this document:**

**“We may disclose nonpublic personal information about you to the following types of third parties:**

**(1) Financial service providers, such as (provide illustrative examples, such as ‘life insurers, automobile insurers, mortgage bankers, securities broker-dealers, and insurance agents’).**

**(2) Nonfinancial companies, such as (provide illustrative examples, such as ‘retailers, direct marketers, airlines, and publishers’).**

**(3) Others, such as (provide illustrative examples, such as ‘nonprofit organizations’).**

**We may also disclose nonpublic personal information about you to nonaffiliated third parties as permitted by law.”.**

**(e) A licensee may use one (1) of the statements in this subsection, as applicable, to meet the requirements of SECTION 5(a)(5) of this document, related to the exception for service providers and joint marketers in SECTION 12 of this document. The licensee may use either of the following statements, if a licensee discloses nonpublic personal information under the exception in SECTION 12 of this document, the licensee shall describe the categories of nonpublic personal information the licensee discloses and the categories of third parties with which the licensee has contracted:**

**(1) “We may disclose the following information to companies that perform marketing services on our behalf or to other financial institutions with which we have joint marketing agreements:**

**(A) Information we receive from you on applications or other forms, such as (provide illustrative examples, such as ‘your name, address, Social Security number, assets, income, and beneficiaries’).**

**(B) Information about your transactions with us, our affiliates or others, such as (provide illustrative examples, such as**

**‘your policy coverage, premium, and payment history’).**

**(C) Information we receive from a consumer reporting agency, such as (provide illustrative examples, such as ‘your creditworthiness and credit history’).”.**

**(2) “We may disclose all of the information we collect, as described (describe location in the notice, such as ‘above’ or ‘below’) to companies that perform marketing services on our behalf or to other financial institutions with whom we have joint marketing agreements.”.**

**(f) A licensee may use the statement in this subsection, as applicable, to meet the requirement of SECTION 5(a)(6) of this document, to provide an explanation of the consumer’s right to opt out of the disclosure of nonpublic personal information to nonaffiliated third parties, including the method or methods by which the consumer may exercise that right. The licensee may use the followings statement if the licensee discloses nonpublic personal information other than as permitted by the exceptions in SECTIONS 12 through 14 of this document:**

**“If you prefer that we do not disclose nonpublic personal financial information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures required by law). If you wish to opt out of disclosures to third parties, you may (describe reasonable means of opting out, such as ‘call the following toll free number: (insert number)’).”.**

**(g) A licensee may use the following statement, as applicable, to meet the requirement of SECTION 5(a)(8) of this document to describe its policies and practices with respect to protecting the confidentiality and security of nonpublic personal information:**

**“We restrict access to nonpublic personal information about you to (provide an appropriate description, such as ‘those employees who need to know that information to provide products or services to you’). We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.”.**

**SECTION 18. A violation of this document is deemed an unfair method of competition and an unfair and deceptive act and practice in the business of insurance subject to the provisions of IC 27-4-1.**

**SECTION 19. If any SECTION or portion of a SECTION of this document or its applicability to any person or circumstance is held invalid by a court, the remainder of the document or the applicability of the provision to other persons or circumstances shall not be affected.**

**SECTION 20. (a) By July 1, 2001, a licensee shall provide an initial notice, as required by SECTION 3 of this document, to consumers who are the licensee’s customers on July 1, 2001.**

**(b) Until July 1, 2002, a contract that a licensee has entered into with a nonaffiliated third party to perform services for the licensee or functions on the licensee’s behalf satisfies the provision of SECTION 12(a) of this document, even if the contract does not include a requirement that the third party maintain the confidentiality of nonpublic personal information, as long as the licensee entered into the agreement on or before July 1, 2000.**

**SECTION 21. SECTIONS 1 through 20 of this document expire September 29, 2001.**

*LSA Document #01-202(E)*

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