

HCGServices LLC PRIVACY PROTECTION POLICY

Pursuant to Public Act 08-167, "An Act Concerning the Confidentiality of Social Security Numbers", it is the policy of the HCGServices LLC to:

- Safeguard from misuse any data, computer files and documents containing social security numbers and/or nonpublic Personal Information;
- Destroy, erase or make unreadable documentation containing social security numbers and/or other nonpublic personal information prior to its disposal;
- Protect the confidentiality of social security numbers and nonpublic personal information;
- Prohibit the unlawful disclosure of social security numbers and nonpublic personal information;
- Limit and/or restrict access to social security numbers and nonpublic personal information, including, without limitation, restricting access of social security numbers and nonpublic personal information to only those employees who need to know such information in order to provide the products, services and/or benefits that this agency provides;
- Make reasonable efforts to train employees to protect the privacy of social security numbers and nonpublic personal information; and
- Maintain physical, electronic and procedural safeguards that comply with applicable federal and state laws to guard social security numbers and nonpublic personal information.

For purposes of this policy, "personal information" means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a social security number, a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number, and does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.

We are required by Public Act 08-167 to publicly display our privacy protection policy; however, as insurance professionals bound by even stricter rules of professional conduct, we have and will continue to maintain the highest standards of confidentiality and protections of privacy.