

Privacy Policy

Welcome to our website. Gateway Insurance Agency owns and operates this website.

We value your privacy and we are committed to ensuring your personal data is protected as a visitor to our website.

Our agency recognizes that the cornerstone of our success is the trust and confidence of our customers.

This privacy policy outlines how Gateway Insurance Agency collects, uses, stores, personal information for legitimate business purposes only and our privacy policy is to continue to protect the privacy rights and the rights concerning this data to both clients and consumers.

Our agency is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this Policy.

We will not sell, disseminate, disclose, trade, transmit, transfer, share, lease or rent any personally identifiable information to any third party not specifically authorized to receive the information except as we have disclosed in this Privacy Policy.

To provide you with the most effective and convenient access to our range of products and services, our Agency must maintain information about you. Keeping customer information secure and private is one of our top priorities.

This notice is to let you know how we collect information about you, the type of information we collect, and what we may disclose to our non-affiliated third party (Insurance Carriers). It also states the steps we take to protect non-public personal information.

- Collection of Personal Information
- Sharing and Use of Personal Information
- Protecting Personal Information

Our Agency is a North Dakota based insurance business provider. Our Agency does not collect, or store consumer information gathered from our web site.

COLLECTION OF PERSONAL INFORMATION

We must collect a certain amount of information to provide customer service, offer new products or services, administer our products, and fulfill legal and regulatory requirements. We collect this information in a number of ways. You are asked to submit information to us while quoting, submitting applications, discussing your application(s) with us, and/or providing feedback to us.

When a request for an insurance quote/policy is submitted, the following personal data will be collected:

- *Identity Data: First and last name.*
- *Contact Data: Email address, phone number, billing and delivery address*
- *Quoting and Application Data: Social Security Number and if applicable your driver's license number*
- *Marketing and Communications Data:*
 - *Your preferences in receiving marketing from us, additional services and your communication preferences.*
 - *Contact the client regarding items with your account when necessary.*
 - *Collecting financial information for billing purposes and may use that information for the collection of past-due accounts.*

SHARING AND USE OF PERSONAL INFORMATION

While acknowledging the importance of protecting customer information, we may find it necessary in the course of conducting business to disclose any of the information we collect about you, in some or all of the following circumstances:

- Information may be shared with non-affiliated third parties (as permitted by law) who are assisting us by performing services or functions on our behalf, and with whom we have written agreements with.
- *Service Provision: To fulfil the contract, we are about to enter into or have entered into with you.*
- *Marketing and Communications: To send you marketing materials and communicate with you about our services.*
- *Customer Support: To respond to your inquiries and provide support.*
- Information may be shared with non-affiliated third parties (as permitted or required by law) such as compliance with subpoena, fraud prevention, or compliance with an inquiry from a government agency or regulator.

PROTECTING PERSONAL INFORMATION

We are committed to ensuring that your information is secure. Our Agency regularly assesses, manages, and control risks relating to the security and confidentiality of the information obtained through the general course of business. Our Agency has physical and electronic controls in place to protect the information against unauthorized access or use.

We have implemented appropriate security measures to protect your personal data from being accidentally lost, used, or accessed in an unauthorized way, altered, or disclosed.

These measures include:

- *Data Encryption: Encrypting personal data to protect it from unauthorized access.*
- *Access Controls: Access of personal data is to authorized personnel only.*
- *Regular Security Assessments: Conducting regular security assessments to identify and mitigate potential vulnerabilities.*

We will maintain a record of the personal information received for future policy service. The employees and agents of Gateway Insurance Agency, Inc. each have a signed an Acknowledge a Confidentiality And Nondisclosure Agreement and is filed in each of their files. We are committed to maintaining the privacy of each customer and their personal information.

We do not share your data with third parties for marketing or promotional purposes.

NOTICE OF INSURANCE INFORMATION PRACTICES

Personal information can include a credit report and loss history when applying for an insurance policy and the policy renewals. Any incorrect information received can be corrected by a request from the customer.

Any person intentionally and with intent to defraud any insurance company, whether by applying for insurance, any material collected contains false information, or misleading information, and/or commits a fraudulent insurance act is all subject to criminal penalties.

YOUR RIGHTS

You have the following rights regarding your personal data:

- *Access: You can request access to the personal data we hold about you.*
- *Correction: You can request correction of any incomplete or inaccurate data we hold about you.*
- *Erasure: You can request deletion of your personal data where there is no good reason for us to continue processing it.*
- *Objection: You can object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation that makes you want to object to processing on this ground.*
- *Restriction: You can request restrictions of processing of your personal data.*

You have the right to access, correct, verify, or remove your personal information at any time. To manage your information, please contact us by phone, email or stopping in our office.

STEPS YOU CAN TAKE TO HELP US KEEP YOU INFORMATION SAFE

Choose complex, independent passwords and a two-factor authorization, if applicable. Do not use anything related to your birthday, address, phone number, or any other easily guessable information in your password.

WEBSITE LINKS

This Web site may contain links to third party Web sites that are not controlled by our agency. These third-party links are made available to you as a convenience, and you agree to use these links at your own risk. Please be aware that we are not responsible for the content of third-party Web sites nor are we responsible for the privacy policy or practices of a third party. If you do link to a third-party Web site from our agency's website, we strongly encourage you to review and become familiar with that Web site's privacy policy.

Our Privacy Policy only applies to information collected at the Gateway Insurance Agency website.

Our Agency is not responsible for the privacy practices or content of links to other sites.

CHANGES IN OUR PRIVACY POLICY

We may change this Privacy Policy from time to time when necessary to reflect changes in our Services, how we use personal information, or by the applicable law. If we make changes, we reserve the right to change this Privacy Policy without providing you with advance notice.

We will provide you with notice or obtain consent regarding such changes as required by law.

We encourage you to review the Privacy Statement whenever you access our website to periodically review any changes if they have been made.

DISCLAIMER

The content of this website and the information provided is for general use only. When visiting and using the features of this website, we do not warrant that any content will be error free or the accuracy of the information, it should not be used for any individual insurance risk or insurance coverage you are seeking.

In order to protect your privacy, please do not send us your confidential personal information by unprotected email and/or on this website. Instead, discuss that personal information directly with us by phone.

Statements on this website as to policies and coverages and other content provide general information only. Clients should consult with their licensed agent as to how these coverages pertain to their individual situation.

Information provided on this website does not constitute legal or professional advice and may not be used for such purposes. If you have legal, tax or financial planning questions, a qualified professional should be contacted.

**Questions concerning this policy may be submitted to
insurance.services@gateway-insurance.com.**

**You may request details of your Personally Identifiable Information which
we hold about you by writing to:**

GATEWAY INSURANCE AGENCY

4501 COLEMAN ST., SUITE 108

BISMARCK, ND 58501

PHONE: 701-223-5810

WWW.GATEWAY-INSURANCE.COM