

**Richards Agency, Inc.**  
**Privacy Statement (01/01/2018)**

At Richards Agency, Inc., we are committed to protecting your privacy as a visitor to this Web site and as our customer. To our visitors and to our customers, we offer this pledge:

Richards Agency, Inc. and/or any of its affiliates: Richards Insurance of Beaver Dam, LLC, Richards Benefits and Financial Services, LLC, Richards Insurance of Oshkosh, LLC, Richards Insurance of Watertown, LLC, Richards Insurance of West Bend, LLC, and Richards Insurance of Columbus, LLC are the owners of the information which is collected on this Web site. We will not sell, disseminate, disclose, trade, transmit, transfer, share, lease or rent any personally identifiable information to any third party not specifically authorized by you to receive your information except as we have disclosed to you in this Privacy Policy.

**Information Collection**

We will ask you to provide your personal information to us when you enroll for coverage and when you purchase an insurance policy from us. We will also ask you to provide your personal information to us when you send e-mail to us from this Web site. When you enroll for an insurance policy at Richards Agency, Inc. and/or any of its affiliates, we will ask you to provide your name, home address, mailing address, telephone number and e-mail address. This information will be provided to the insurance company when you purchase an insurance policy so they can establish you as a policyholder. We will maintain a record of your information at the offices of Richards Agency, Inc. and/or any of its affiliates so we can provide you with policyholder service.

**Security of Your Personal Information**

The employees of Richards Agency, Inc. and all of its affiliates are each required to sign and acknowledge a Confidentiality And Nondisclosure Agreement. Each employee has been instructed on maintaining the privacy of each customer and the importance of protecting the customer's personal information. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

**Third Party Links**

This Web site may contain links to third party Web sites that are not controlled by Richards Agency, Inc. or its affiliates. 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 Richards Agency, Inc. and its affiliates are not responsible for the content of third party Web sites linked to this site, nor are we responsible for the privacy policy or practices of third party Web sites linked to Richards Agency, Inc. Our Privacy Policy only applies to information we collect from you while you are at and while you are actively in a session with Richards Agency, Inc. If you should link to

a third party Web site from Richards Agency, Inc., we strongly encourage you to review and become familiar with that Web site's privacy policy.

**Reservation of the Right to Disclose Information in Unforeseen Circumstances:**

In the connection with the potential sale or transfer of its interests, Richards Agency, Inc. and/or any of its affiliates reserve the right to sell or transfer your information (including but not limited to your address, name, age, sex, zip code, state and country of residency and other information that you provide through other communications) to a third-party entity that (1) concentrates its business in a similar practice or service; (2) agrees to be the successor to Richards Agency, Inc. and/or any of its affiliates in interests with regard to the maintenance and protection of the information collected; and (3) agrees to the obligations of this privacy statement.

**Changes In Our Privacy Policy**

We reserve the right to change this Privacy Policy without providing you with advance notice of our intent to make the changes.

If you have any questions about our privacy policy, please feel free to contact us at:

info@richardsinsurance.com  
920-887-1615