



# KBM Management

The Leader in Employee Benefit Solutions

## PRIVACY NOTICE

### **Commitment to Privacy**

At KBM, your privacy is our priority. Our most important asset is our relationship with you, and we value the trust you have placed in us as your insurance consultant and broker. We are committed to protecting the confidentiality of you and your employee's non-public personal information.

### **Collecting Information**

We collect non-public personal information in the normal course of business when processing enrollment or other forms, or when researching claim and audit data. We do not sell this information to anyone, nor do we disclose this information to third parties unless directed by you, the client.

### **Sharing Information**

This information is shared only with parties with whom you authorize us to do so and with carriers/TPA's who have adopted strict privacy policies pursuant to HIPPA regulations. You may contact these carriers and TPA's directly if you have any questions or need additional information about their policies.

### **Safeguarding Information**

We have policies and procedures relative to protecting and using non-public personal information, and have physical, electronic and procedural safeguards in place designed to protect this information.

### **Contacting Us**

For additional information regarding KBM's commitment to privacy, please do not hesitate to contact us directly at (315) 449-0229, or email us at [info@KBMmanagement.com](mailto:info@KBMmanagement.com).

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