

# NCG Insurance Agency Online Privacy Policy Statement

#### Introduction

At NCG Insurance Agency ("We", "Us", or "Our"), we understand the importance of protecting users information. We believe that protecting your privacy is an integral part of the service we provide you. This policy statement describes our online privacy practices, covering the online collection, online use, and online disclosure of information we collect from visitors to our website.

## **Information We Collect**

We may collect non-identifying information from visitors to our website. However, visitors to our website remain anonymous. We do not collect identifying information about visitors to our site. We may use standard software to collect non-identifying information or general information about our visitors, such as:

- Date and time our site was accessed
- IP address (A numeric address given to servers connected to the Internet)
- Web browser used
- City, state, and country
- Popular pages
- Search Engines used

We may collect non-identifying information for a variety of purposes. We may use this information to create summary statistics and to determine the level of interest in information available on our website. Visitors may elect to provide us with personal information via E-mail or online registration forms. Online forms are processed through a third party vendor that complies with the newest Payment Card Industry Data Security Standard – PCI DSS.

## How We Use Information We Collect

This information is used internally, as appropriate, to handle the sender's request. It is not disseminated or sold to other organizations. However, information we collect from visitors to our website may be released to third parties, shared, and/or used to protect against or investigate fraud, if required by law and/or to establish or exercise our legal rights or defend against claims.

### Technology We Use on Our Website

Like most websites and applications, we may use cookies and similar technologies to make our website and applications work. "Cookies" are electronic files recorded by your browser to retain information about your Website visits on your computer's hard drive. Some areas of our website may use a cookie temporarily stored in the visitor's computer memory (RAM) to allow the web server to log the pages you use within the site and to know if you have visited the site before. We do not use cookies to record, store, or transmit any personal identifying information.

The Website contains hyperlinks to Internet sites of other businesses and resources, and each Internet site may have its own privacy and data collection policies and practices. We are not responsible for the privacy and data collection policies and practices, or for the content of their Internet sites. Users interested in the privacy and data collection policies and practices of other businesses and resources should review their policies. We make no representations of any kind about the Internet sites of other businesses and resources, and we disclaim all warranties and responsibilities of any kind, including, without limitation, warranties and responsibilities with respect to other businesses and resources' Internet sites, content, privacy and data collection policies and practices, and actions.

We reserve the right to change this privacy policy at any time. Any change to this policy will be posted on our website in a timely manner. Please send comments or questions regarding this policy to:

Web Development Manager NCG Insurance Agency Inc. 25 Greenway Drive SW Leesburg, VA 20175