

How you can review your personal information in our records

To review your personal information in our records, send a written request to us at P.O. Box 778, Seattle, Washington 98111-0778, Attention: Records Request. The requested information will need to be reasonably described and reasonably locatable and retrievable.

Within 30 business days of receiving your written request, we will advise you what information is available. A copy of the information can be mailed to you. We will also name anyone we show as having received the information within two years prior to your request, as well as identify institutional sources that have provided personal information about you.

There are certain types of information, such as information collected when we evaluate a claim or when the possibility of a lawsuit exists, that we are not required to provide.

If you disagree with our records

To correct, amend, or delete information about you, send a written notice as described above explaining your request. Within 30 business days, we will either make the requested change or explain why we disagree. If a change is made, it will become part of the file. It will be included in any future disclosures to others and will be sent to:

- Anyone you designate who may have received the information during the previous two years.
- Any insurance support organization who may have received the information from us during the previous seven years, unless the information is no longer maintained.
- Any insurance support organization that provided the information that was corrected, amended, or deleted pursuant to your request.

If we disagree with you, you can provide us with a concise written statement explaining why you believe the information is wrong. This statement will become part of your file and will be included in any future disclosures of the disputed subject matter. Your statement will also be sent to the persons listed above.