



## MADA Gramm Leach Privacy Questionnaire Form

### Dealership Structure and Contact Information

1.	Is your dealership related by common ownership or control with any other dealership or business? In other words, does the dealership have any affiliates?	Yes [proceed to 2]	No [skip to 3]
2.	If answer 1 is Yes	Do you wish to structure your Gramm Leach Privacy Disclosure form so all of the affiliates can use the same privacy notice?	Yes [complete 2a – 2d & proceed to 4]  No [skip to 3]
2a.	If answer 2 is Yes	What name do you wish to use to identify the group of dealerships and any other affiliates? (Shorter is better)	
2b.	If answer 2 is Yes You'll need a single telephone number where consumers can call with privacy questions.	Central telephone number for privacy questions? (Required)	
2c.	If answer 2 is Yes You may – but are not required to disclose a web site where the customer can find out more about your dealership group.	What – if any – group web site address do you wish to disclose? (Optional)	
2d.	If answer 2 is Yes	Names of all dealerships and/or affiliates that will be using the group privacy disclosure form? (Shorter is better)	
3.	If answer 1 or 2 is No	Dealership Name: (Shorter is better)  Dealership Phone Number: (Required)  Web Site for Privacy Info: (Optional)	

### Sharing Questions

(If answer 2 is Yes, then the policies on sharing must be consistent for all of the affiliated dealerships)

4.	Do you share information with companies that do marketing on your behalf? (Note that if the answer is “yes” you should have a written agreement whereby the marketer won’t further share the customer’s information)	Yes [No opt out required]	No
5.	Do you share personal information to do joint marketing with nonaffiliated financial companies? (Formal joint marketing agreement required)	Yes [No opt out required]	No
6.	If answer 1 is Yes, do you share personal information with your affiliates concerning a customer’s transaction and experience to help your affiliate in their everyday business?	Yes [No opt out required]	No      NA

7.	If answer 1 is Yes, do you share personal information with affiliates to help them determine credit worthiness of customers?	Yes [Opt out required, Complete Question 10]	No	NA
8.	If answer 1 is Yes, do you share personal information with affiliates so they can market to the customer?	Yes [Opt out required, Complete Question 10]	No	NA
9.	Do you share with non-affiliates for marketing purposes? (This question should be answered “yes” if the manufacturer requires you to include in a “retail delivery report” or RDR that the customer financed, leased or paid cash for their vehicle. Many manufacturers have removed this requirement so as not to trigger the “opt out” for the dealership.)	Yes [Opt out required, Complete Question 10]	No	

**Opt Out Information (Only if required)**  
(Only answer if you said Yes to Questions 7, 8 or 9)

10.	<p>The regulations allow financial institutions several different ways to provide consumers an “opt out.”</p> <ul style="list-style-type: none"> <li>• The mail in form is the most straight forward; and/or</li> <li>• Opt outs can be collected via a web site; and/or</li> <li>• A toll free phone number may be provided</li> </ul> <p>(In all cases you will need to create a process to track and respect the opt out responses.)</p> <p style="text-align: center;">Which opt out mechanism(s) to you wish to offer:</p> <ul style="list-style-type: none"> <li>• Mail (Your mailing address) Dealership Name: (Shorter is better) Address One: Address Two: City, State, Zip:</li> <li>• Web (What web site)?</li> <li>• Toll Free telephone number? (What number?)</li> </ul>	
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**Optional Signature Line**

11.	<p><b>Federal Trade commission regulations provide that a signature line for the customer is optional. If the signature line is included, it must be shown on the reverse side of the form.</b> Do you want to include a customer signature line on the reverse of the privacy form?</p>	Yes	No
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**Other**

12.	Special Instructions:
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**Dealership Contact for this Form**

13.	<p>Contact person for Form Review:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
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