

## PRIVACY PROTECTION POLICY

We may collect certain personal information, including Social Security numbers, in the course of our business. We will make what we believe to be reasonable efforts to protect the confidentiality of the Social Security numbers and other personal information we collect.

How do we protect the confidentiality of Social Security numbers and other personal information?

**We protect the confidentiality of the Social Security numbers** and other personal information we collect in the course of business by maintaining physical, electronic and procedural safeguards to protect their confidentiality, including:

- Limiting access to the Social Security numbers and other personal information we collect
- Prohibiting unlawful disclosure of the Social Security numbers and other personal information we collect
- Reviewing these safeguards on a regular basis
- Training our employees in the proper handling of Social Security numbers and other personal information
- Requiring that third parties with access to Social Security numbers and other personal information protect their confidentiality