

NOTICE OF PRIVACY PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

This Company is committed to protecting the confidentiality of Social Security numbers collected in the course of business, as well as other personally identifiable information such as driver's license numbers, credit or debit card numbers, bank account numbers, identification card numbers, passport numbers, alien registration numbers, and health insurance identification numbers.

Access to Social Security numbers and other such personally identifiable information shall be limited to those employees and others whose duties require such knowledge. Employees of this Company are prohibited from disclosing, directly or indirectly, Social Security numbers and other such personally identifiable information to anyone unless there is a lawful business justification for the disclosure.

Prior to disposing of documents or computer files containing Social Security numbers or other such personally identifiable information collected in the course of business, the Social Security numbers and other personally identifiable information shall be destroyed or made unreadable.

Violation of this policy may result in discipline up to and including termination of employment.