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## SECURITY AND PRIVACY POLICY

DATE: 1/1/2020

## PRIVACY AND DATA PROTECTION STATEMENT

Compliance Solutions, Inc. ("CSI") has been built on the trust of our clients. To preserve the integrity and confidentiality of all information provided, CSI is committed to the following related to such information:

- All data provided to CSI is processed fairly and lawfully.
- CSI maintains strict security systems and policies designed to prevent unauthorized access to the information.
- CSI will not disclose the information to any external organization unless CSI has the client's consent, is required to do so by law, or has previously informed the client.
- CSI's objective is to keep information up-to-date.

## SECURITY STATEMENT

CSI is committed to ensuring that client's data is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we maintain. CSI has taken organizational and commercially reasonable precautions to prevent the loss, misuse or alteration of data. Though CSI seeks to protect the privacy of those who use our services, there is inherent risk with internet based activities. No method of transmission over the internet or method of electronic storage is 100% secure and reliable so CSI cannot guarantee of absolute security.

- All data provided to CSI is stored in a secure computing environment protected by secure firewalls and other security measures to prevent unauthorized access.
- CSI controls access so that only those who need the data have access to it. All CSI staff members are provided security training and they are required to adhere to a comprehensive set of security policies, procedures, and standards related to their jobs.
- CSI actively maintains access controls to the Client Area Portal to prevent unauthorized use. Secure areas of the CSI website use Secure Sockets Layer (SSL) protocol with 128-bit encryption. This means that all the information sent between a client and CSI's secure computer environment is encrypted or scrambled so that it can't be read while in transit.

## LINKS TO OTHER WEBSITES OR AGENCIES

This Privacy Policy applies only to CSI and the CSI website. The policies and procedures described here do not apply to links located on the CSI website to other websites and/or agencies not operated or controlled by CSI (“Third Party Sites”) and a link from the CSI website does not imply endorsement or review of a Third Party Site. CSI recommends contacting those sites directly for information on their privacy policies.

## COMMUNICATIONS

CSI may use data collected in newsletters, marketing or promotional materials, and other resources that are relevant to the users and administrators of CSI’s services. An “Opt Out” option is available via a link in all email communications.

## CHANGES AND UPDATES

CSI services and/or business may change from time to time. As a result it may be necessary for CSI to make changes to this Privacy Policy. CSI reserves the right to update or modify this Privacy Policy at any time and without prior notice. Please review this policy periodically, especially before providing any data. This Privacy Policy was last updated on the date indicated on the cover page. Use of CSI services after any changes or revisions to this Privacy Policy shall indicate agreement with the terms of such revised Privacy Policy.