

## **ABC MOBILE NOTARY PRIVACY POLICY**

ABC Mobile Notary protects all data collected against unauthorized disclosure and fraud. We collect personal information only as needed and respect the preferences of clients regarding the use of their information. Our handling practices for personal information are as follows:

**What information is collected?** We collect identification in the form of a driver's license, state identification and/or passport.

**How we use personal information.** We send a secure email to the client requesting identification to be returned through the secured email system. We temporarily store the file on our secure document repository until we upload a copy of the file to the client. Once the information has been sent to the client, we delete all files and forms in our temporary document repository. We do not collect or store any personal information, except the customer's name and email address for billing records.

**How we correct the misuse of personal data..** Should we be notified by a client of misuse of personal data, we work with the client to get to the root of the allegation. If we find out that there has been a misuse of personal data, we adjust our policies and procedures and use all available industry resources to avoid any future breach.

**How we secure personal data.** We use a secured email system to collect identification information and we temporarily store all files containing personal information using all the security features provided by our website provider and document repository provider.

**How we communicate policy changes.** When we change any of our policies regarding collection of personal information, we update this policy on our webpage.

**How we address concerns over misuse of personal data.** We keep apprised of industry advised ways to avoid misuse of data. We also subscribe to additional resources that protect personal data in line with industry standards. We comply with applicable legal requirements and industry standards to protect and properly dispose of all sensitive data, both online and offline.

**Sensitive Data.** We do not collect sensitive data such as credit card, bank account numbers, Social Security/Social Insurance number, salary, or other personal financial or health information.

**Customer Preferences.** We respect customer preferences regarding contact by telephone and e-mail and remedy the underlying cause of any failure to do so. We only communicate with clients after we receive an email from a potential client through our website inquiring about services. We then respond to the client's email only if they request our services or ask a question.

**Secured Email System.** We use a secured email system to send all communications and documents and when requesting necessary documents from a client.

**Solicitation.** We do not solicit directly to individuals in any way. We only advertise through our website and general online advertisements.