## **Privacy Protection Policy: Social Security Numbers**

We value your trust and, in the course of doing business, may collect personal information from you including your Social Security number ("SSN"). We are committed to the responsible protection of your SSN. Specifically, we protect the confidentiality of SSNs by maintaining manual and electronic procedures to guard against unauthorized access. We also limit access to SSNs to those employees, volunteers or contract workers who use that information to perform their job-related duties. In addition, we do not disclose SSNs to third parties, except where required or permitted by law.