



## **Privacy Policy**

As part of our statement processing business, Panhandle Presort Services, Ltd., Plains Presort Services, LLC or Permian Presort Services, LLC (collectively “**PPS**”) places great emphasis on the privacy of the information provided to us by our customers. The following privacy policy (the “**Privacy Policy**”) addresses how PPS handles the information you provide to us.

## **Records Handling**

As a customer of PPS, you will be required to submit data to PPS in order for PPS to process, print and mail your data (the “**Contracted Services**”) and you may also be required to submit your data in order to assist PPS with a potential technical issue regarding the delivery and or implementation of said Contracted Services. PPS does not disclose any non-public information for the purpose of marketing, nor does PPS disclose any non-public information for its own financial gain. PPS will only share non-public information when (a) we have your consent to share the information; (b) we need to share the information in order to provide the product or service you have requested (i.e. the Contracted Services); (c) we need to send the information to companies who work on behalf of us to provide a product or service to you; or (d) we are required to respond to subpoenas, court orders or some other legal process.

In order to better serve our customers, PPS does archive customer data records for the purpose of providing retrieval services to various customer requests and for documentation and/or quality assurance purposes. Archived records are never distributed to any outside third-party without written consent from the customer.

## **Information about your Company or its Customers**

Information about your company or its customers may be required from time to time in order for PPS to properly perform the Contracted Services. Information about your company or its customers may include, but is not limited to, individual names, social security numbers, addresses, telephone numbers, email addresses (where applicable), billing information, account numbers or property descriptions. PPS may use this information in the normal course of business as part of the delivery of services to you, our customer. Under no circumstance, except as required by law, does PPS disclose any financial data or other information collected during our ordinary course of business. Furthermore, any non-public information that we do collect is not maintained on any internet accessible system.

With respect to information provided to third-parties, PPS will provide information collected from our customers only in the event such third-party requires said information in order to perform the Contracted Services. PPS does not provide non-public information about your company or its customers to a third-party for any use other than to perform the Contracted Services. In addition, all companies or other third-parties that contract with PPS to assist PPS with its operations are contractually required to not use any provided information for purposes other than to provide the Contracted Services, so long as such request is not inconsistent with this Privacy Policy.

PPS does produce and market products based on publicly available data, including databases built with information published by and available directly from governmental agencies or other sources. PPS does not use information obtained from our business relationship with your company in the preparation of any of these products.