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## PRIVACY POLICY

### **Covington Title, LLC is committed to safeguarding customer information.**

In order to better serve our customers' needs, now and in the future, we may ask that you provide us with certain information. We understand that you may be concerned about what we will do with that information - particularly and personal or financial information. We agree that you have a right to know how we will utilize the information you provide to us. Therefore, Covington Title, LLC has adopted this Privacy Policy to govern the use and handling of your personal information.

### **Applicability**

This Privacy Policy governs Covington Title, LLC's use of the information you provide to us. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from public records or from another person or entity.

### **Types of Information**

Depending upon which of our services you are utilizing, the types of non-public information that we may collect include:

- a) Information we receive from you on applications, forms, and in other communications to or with us, including but not limited to communications in writing or by telephone or in person.;
- b) Information about your transactions with us, our affiliated company(ies), or others; and
- c) Information we receive from any consumer reporting agency.

### **Use of Information**

We request information from you for our own legitimate business purposes and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except:

- a) As necessary for us to provide the product or service you have requested of us; or
- b) As permitted by law.

We may, however, store such information indefinitely, including a period of time after the customer relationship has ended. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We may also provide all of the types of nonpublic personal information listed above to one or more of our affiliated companies. Those affiliated companies may include title insurers and underwriters, or other companies involved in real estate services, such as appraisal companies, home warranty companies, and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf.

### **Former Customers**

Even if you are no longer our customer, this Privacy Policy will continue to apply to you.

### **Confidentiality and Security**

Covington Title, LLC will use its best efforts to ensure that no unauthorized parties have access to any of your information. We restrict access to nonpublic personal information about you to those individuals and entities that need to know that information to provide you with products or services. We will use our best efforts to train and oversee our employees and agents to ensure that your information will be handled responsibly and in accordance with this Privacy Policy. We currently maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information.