



## *Privacy Policy*

Verified Information Services, Inc. is committed to protecting all personal information it obtains concerning our clients and all personal information we provide to our clients concerning third parties. The following physical, electronic, and administrative safeguards are intended to protect the personal information we obtain against unauthorized and inappropriate access.

### Information We Obtain From Our Clients

We collect personal information about you, our client, to conduct our business and deliver the top quality service you expect. Such personal information includes your name, contact information and transaction information (such as information about the services you request). When we obtain this information from you, we use it only to respond to your inquiries and to process your requests. We do not share, sell, or lease personal information about you to any third parties for their marketing use. We will disclose information about you to a third party only if you direct us to do so or if we are required to do so by law. Employees who misuse personal information about our clients are subject to disciplinary action.

### Information We Provide to Our Clients

The services we provide to our clients include providing consumer and commercial credit reports, rental history reports, criminal record searches, eviction searches, rental verifications and employment verifications. Inevitably, the reports we provide to our clients contain personal information about third parties. Such information is provided to enable our clients to inform themselves fully prior to making employment and/or tenancy decisions.

We have implemented internal procedures to protect the information we provide to our clients about third parties. Our information security policies govern the storage, retention and disposal of sensitive information. Additionally, our information security policies restrict access to information systems and specify password requirements. Our practices and procedures meet federal standards concerning consumer privacy. Employees who misuse personal information about third parties are subject to disciplinary action.

Furthermore, our clients are contractually bound to restrict their use of personal information we share with them. Our clients may only use such information to make their own employment or tenancy decisions; our clients may not share the information with anyone else or use it for any other purpose.

### Modification of Our Privacy Policy

The foregoing Privacy Policy was adopted on April 4, 2006. We reserve the right to modify or supplement this Privacy Policy at any time with or without notice.

### Inquiries About Our Privacy Policy

We welcome your questions and suggestions about our Privacy Policy. Please contact us at Verified Information Services, Inc., P.O. Box 36330, Albuquerque, NM 87176, phone: (505)323-2500 or (800)839-9590, fax: (505)323-2600 or (800)908-0809, email: [jeff@verifiedis.com](mailto:jeff@verifiedis.com).