



CLARKE & COMPANY
BENEFITS LLC

Privacy Notice

This privacy notice discloses the privacy practices for the Clarke & Company app. This privacy notice applies to information collected by this app. It will notify you of the following:

1. What personally identifiable information is collected from you through the app, how it is used, and with whom it may be shared.
2. What choices are available to you regarding the use of the information you share
3. The security procedures in place to protect you from the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this app. We only have access to collect information that you voluntarily give to us through the app or with any direct contact with you. We will not share this information with anyone, nor will we rent or sell it.

We will use your information to respond to you regarding the reason you contacted us. We will not share your information with any third party outside our organization, other than necessary to fulfill your particular request, for example to give to an insurance carrier.

Unless you ask us not to, we may contact you via email in the future to tell you about new services or changes to this privacy policy.

Your Access to and Control over Information

You may opt out of any future contact from us at any time. You can do the following at any time by contacting us via the phone number given on our website and on this app:

- See what information we have about you, if any
- Change/correct any information we have about you
- Have us delete any information we have about you
- Express any concern you have about our use of your information

Security

No sensitive data will be asked for you to disclose to us via this app. However, all the information you do provide, for example your name and email address, will be protected both on and offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. The computers and servers in which we store identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you can contact us via telephone at 803-253-6997.