



PRIVACY POLICY

Document Express recognizes the sensitive nature of the information that it gains from you and your clients. We are committed to protecting that privacy at all times. We use the latest encryption technology to insure that the information that is transmitted over the Internet is secured. To further help with protection of this information, it is recommended that your user name and password combinations be stored in a place of safekeeping-only accessible to the authorized user of the CyberDocs Document Preparation System.

In serving your needs, it is required that we collect sensitive information from you or your clients. The type of information made available varies based upon the nature of the transaction, but usually include information such as name, social security number, address, loan amount, interest rate or other loan related data. We will not disclose this private information to any organization, affiliated or non-affiliated, unless the disclosure of such information is necessary to effect, administer or enforce the transaction, service or inquiry that has been initiated. For example, we may occasionally enter into agreements with other companies to provide services that will enhance our ability to better serve your professional lending needs. This may include companies that provide programming and computer related enhancements, marketing service, or other services that are necessary to facilitate or consummate business transactions with third party vendors that may require the exposure of some or all of this information. In these circumstances, the information that is provided is limited only to the information that is required to complete the project contracted for. Most of these companies are further required to maintain the security and confidentiality of the information that they have gathered from us. We do not disclose any of the information to other companies for the purposes of further solicitation. Since we do not share this information, we do not need to offer to you an option to "opt out" of any information sharing agreements.

Document Express maintains internal physical, electronic and procedural safeguards to guard against unauthorized access to your client's information. We also take appropriate corrective action when necessary to enforce employee compliance with our procedures with respect to these various privacy issues.

We reserve the right to modify or amend this statement at any time without notice. This Privacy Policy is not intended to create any contractual obligation between us or between your client and us.