

# Privacy Policy

FACTS	WHAT DOES SHIELDS BUSINESS SOLUTIONS DO WITH YOUR PERSONAL INFORMATION?	
Why?	Companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.	
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"><li>Name</li><li>Email Address</li><li>Phone Number</li></ul>	
How?	All companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons companies can share their customers' personal information; the reason Shields Business Solutions chooses to share; and whether you can limit this sharing.	
Reasons we can share your personal information	Does Shields Business Solutions share?	Can you limit this sharing?
<b>For our everyday business purposes —</b> such as to contact you, maintain your business	<b>No</b>	<b>We don't share</b>

relationship with us, or respond to court orders and legal investigations		
<b>For our marketing purposes —</b> to offer our products and services to you	No	We don't share
<b>For joint marketing with other companies</b>	No	We don't share
<b>For our affiliates' everyday business purposes —</b> information about your transactions and/or account with us	No	We don't share
<b>For our affiliates' everyday business purposes —</b> your contact information	No	We don't share
<b>For our affiliates to market to you</b>	No	We don't share
<b>For nonaffiliates to market to you</b>	No	We don't share
To limit our sharing	<ul style="list-style-type: none"><li>• Call (856) 727-0227 our menu will prompt you through your choice(s)</li></ul> <p><b>Please note:</b> When you are <i>no longer</i> our customer, we do not share your information.</p>	

However, you can contact us at any time with questions.		
WHO WE ARE		
Who is providing this notice?		Shields Business Solutions
WHAT WE DO		
How does Shields Business Solutions protect my personal information?	<p>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.</p> <p>We restrict access to your personal and account information to those employees who "need to know" that information to provide products or services to you.</p>	
How does Shields Business Solutions collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"><li>• Request information online as a non-customer</li><li>• Establish a business relationship with us</li></ul> <p>We may also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</p>	
Why can't I limit all sharing?	Federal law gives you the right to limit only	

	<ul style="list-style-type: none"><li>• sharing for affiliates' everyday business purposes</li><li>• affiliates from using your information to market to you</li><li>• sharing for nonaffiliates to market to you</li></ul> <p>State laws and individual companies may give you additional rights to limit sharing.</p>
DEFINITIONS	
<b>Affiliates</b>	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <p><i>We do not currently have any affiliates with whom we would share your information.</i></p>
<b>Nonaffiliates</b>	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <p><i>We do not currently have any nonaffiliates with whom we would share your information.</i></p>
<b>Joint marketing</b>	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <p><i>We do not currently have any affiliates with whom we perform join marketing.</i></p>