

## **OUR PRIVACY POLICY**

This privacy policy applies to non-public information obtained by Golden Eagle Management Services, LLC (dba GEMS) through its website, emails, texts or other methods of communication. This policy advises you:

- What non-public, personally identifiable information may be collected from you, how it used, and with whom it may be shared.
- What choices are available to you regarding the use of this information.
- How we protect this information from being misused.
- How you can correct any information that is not correct.

### **Collection – Use – Sharing of your information**

- The only non-public information we collect will be what you voluntarily provide. We will not sell, rent or otherwise share this information except when necessary to fulfill requests made by you, e.g. to set up relationships with other providers that we represent. Unless requested otherwise by you, we may contact you by email, text, fax or other electronic means that may become available.
- Internally, your information will only be provided to GEMS personnel and contractors as required to provide top level service to you.

### **Control Over Information**

- You may opt out of any future contact from us at any time; You can notify us that you wish to opt out through our contact tab, email address or phone number, on the GEMS website, or by responding with the word STOP on any form of correspondence you receive from us.
- You may and are encouraged to notify us of any errors in your information so that we can correct it.
- We will delete any information collected at your request.

### **Securing Your Information**

We take all reasonable precautions to safeguard your information both on our website as well as in our offices. Since we do not require or accept any payments, we will not ask for or collect that type (e.g. Credit Card) of sensitive information. Any information you provide to us through our website is encrypted as evidenced by the “locked” icon in our browser. Once we receive it, we keep it in a secure environment.