

Privacy Policy

OUR COMMITMENT TO YOU

RMJ Small Biz, LLC (“Roy Matlock Jr. Small Business Services”) is committed to safeguarding the use of personal information of our Partners and Clients (also referred to as “you” and “your”) that we obtain as described here in our Privacy Policy (“Policy”).

Our relationship with you is our most important asset. We understand that you have entrusted us with your private information, and we do everything that we can to maintain that trust. Roy Matlock Jr. Small Business Services (also referred to as “we”, “our” and “us”) protects the security and confidentiality of the personal information we have and implements controls to ensure that such information is used for proper business purposes in connection with the management or servicing of our relationship with you.

Roy Matlock Jr. Small Business Services does not sell your non-public personal information to anyone. Nor do we provide such information to others except for discrete and reasonable business purposes in connection with the servicing and management of our relationship with you, as discussed below.

Details of our approach to privacy and how your personal non-public information is collected and used are set forth in this Policy.

HOW DO WE PROTECT YOUR INFORMATION?

To safeguard your personal information from unauthorized access and use we maintain physical, procedural and electronic security measures. These include such safeguards as secure passwords, encrypted file storage and a secure office environment. Our technology vendors provide security and access control over personal information and have policies over the transmission of data. Our associates are trained on their responsibilities to protect clients' personal information.

We require third parties that assist in providing our services to you to protect the personal information they receive from us.

CHANGES TO OUR PRIVACY POLICY

We will send you a copy of this Policy annually for as long as you maintain an ongoing relationship with us.

Periodically we may revise this Policy and will provide you with a revised Policy if the changes materially alter the previous Privacy Policy. We will not, however, revise our Privacy Policy to permit the sharing of non-public personal information other than as described in this notice unless we first notify you and provide you with an opportunity to prevent the information sharing.

ANY QUESTIONS?

If you have any questions regarding our privacy policies, please contact us: admin@roymatlockjr.com or by phone at 1-919-866-3504.