

# PRIVACY POLICY AND NOTICE OF TED L. AYO, APLC

*“This Privacy Policy and Notice is to be distributed pursuant to Title V of the Gramm-Leach-Bliley Act (GLBA).”*

## PURPOSE

Federal and state laws and regulations require Ted L. Ayo, APLC (“the Company”) to disclose how it collects, shares, and protects any personal information obtained during the course of normal business operations. This Privacy Policy and Notice is to be distributed pursuant to Title V of the Gramm-Leach-Bliley Act (GLBA). Any information collected will only be used in accordance with this privacy statement.

## PERSONAL INFORMATION

The types of information collected may depend upon the services or products provided. Information collected may include, but is not limited to:

- Driver's License Numbers;
- Social Security Numbers and/or other Tax ID Numbers;
- Phone Numbers;
- E-mail addresses;
- Property and Mailing Address(es);
- Account Numbers, including bank accounts and mortgage accounts;
- Credit Card Numbers;
- Marital History and Family Information

This nonpublic, personal information may be collected from a variety of sources including, but not limited to:

- Information on loan applications and any other documentation received from client's lender;
- Information from our files, or other files regarding business transactions;
- Information from consumer reporting agencies;
- Information from real estate agents;
- Information from lenders;
- Information from the Secretary of State's records;
- Any other information source specific to the service or product to be provided by our Firm.



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(337) 893-6372  
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## DISCLOSURE OF PERSONAL INFORMATION

The Company may need to share personal information in the process of handling and completing a transaction and maintaining customer accounts. This information may be disclosed to both affiliated and non-affiliated companies that perform services on behalf of the Company, as permitted by law. These companies include:

- Title abstractors;
- Appraisers;
- Legal counsel;
- Contract closers;
- Survey companies;
- Financial institutions and/or or their employees, agents, brokers or underwriters;
- Real estate lien holders.

The Company may also disclose personal information when necessary to comply with the law; protect the safety of consumers, employees, or property; and/or to comply with judicial proceedings, court orders, or the legal process.

## IN-HOUSE PROTECTION

The Company restricts the sharing of personal information to employees and staff that need the information to provide services required to process a transaction. Physical, electronic, and process safeguards are in place to protect personal information and to comply with regulations and industry standards.

## PRIVACY POLICY AND NOTICE QUESTIONS

Questions regarding this Policy should be directed to:

Owner of the Company, Ted L. Ayo

## DOCUMENT VERSION AND APPROVAL

Review Date: October 1, 2015

Approved by: Brandie B. Stelly

Approval date: October 1, 2015

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