

IRONCLAD TITLE, L.L.C.

OWNED AND OPERATED BY
ROBICHAUX, MIZE, WADSACK, RICHARDSON & WATSON, L.L.C.
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PRIVACY POLICY ROBICHAUX, MIZE, WADSACK, RICHARDSON & WATSON, L.L.C AND IRONCLAD TITLE, L.L.C

The Gramm-Leach-Bliley Act (hereafter referred to as “GLBA,” or the “Act”) generally prohibits providers of certain personal services from sharing non-public personal information (hereafter referred to as “NPI”) to non-affiliated third parties unless the person from whom the NPI is obtained is provided with a copy of the provider’s privacy policy. In compliance with the Act, the law firm of **Robichaux, Mize, Wadsack, Richardson & Watson L.L.C.**, and its wholly-owned subsidiary, **Ironclad Title, L.L.C.** (hereafter referred to as “RMWRW/Ironclad”), presents to you the following policies concerning your privacy and RMWRW/Ironclad’s procedures to protect your privacy.

RMWRW/Ironclad understands your concerns for privacy and the need to ensure protection of your NPI. Your privacy is important to RMWRW/Ironclad, and maintaining your trust and confidence is a high priority. Being that RMWRW/Ironclad is a law firm, as well as a settlement service provider, our attorneys and support personnel are bound by professional standards concerning privacy that are generally more exhaustive, protective and stringent than what is required under the Act. Rest assured that RMWRW/Ironclad does, and will continue to do, anything and everything to maintain the privacy of your information. A copy of this policy may be obtained on the RMWRW/Ironclad websites.

I. NON-PUBLIC PERSONAL INFORMATION THAT MAY BE COLLECTED

RMWRW/Ironclad may collect non-public personal information about you that is provided by you or obtained with your authorization or consent. This information includes, but is not limited to:

1. Information from applications, forms and other communications, whether written, in person, by telephone or other electronic means;
2. Information about your transaction(s); and
3. Information we receive from other involved parties in your transaction, such as the real estate agent or lender’s representative.

Unless it is specifically stated otherwise in an amended Privacy Policy, no additional NPI will be collected.

II. DISCLOSURE

RMWRW/IRONCLAD DOES NOT DISCLOSE ANY NON-PUBLIC PERSONAL INFORMATION ABOUT ANY CLIENT OR TRANSACTION TO ANY THIRD-PARTY, EXCEPT AS PERMITTED BY LAW AND APPLICABLE STATE ETHICS RULES.

RMWRW/Ironclad requests information from you for legitimate business purposes. RMWRW/Ironclad will not release any NPI to third-parties except: (1) as necessary to provide the product or service that has been requested, (2) as expressly or impliedly authorized by you to enable RMWRW/Ironclad to effectuate the purpose of the

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representation, or (3) as otherwise permitted by law, provisions of various codes of Professional Responsibility or ethical rules governing the conduct of RMWRW/Ironclad attorneys and support personnel. Be advised that RMWRW/Ironclad retains the right to store NPI indefinitely, including the period of time after the attorney-client relationship has ceased. This information may be used for internal purposes, such as quality control efforts.

RMWRW/Ironclad retains the right to disclose NPI to non-affiliated third-parties when RMWRW/Ironclad principals, employees, or support personnel believe, in good faith, that such disclosure is reasonably necessary to comply with the law, or to protect the safety of RMWRW/Ironclad clients, principals, employees, support personnel, or property and/or to comply with a judicial proceeding, Court order, or other legal or quasi-legal proceeding.

III. CONFIDENTIALITY AND SECURITY

RMWRW/Ironclad restricts access to NPI to those employees or support personnel who need to know such information in order to provide products and services to you. RMWRW/Ironclad maintains physical, electronic, and procedural safeguards in compliance with federal regulations to protect NPI. All RMWRW/Ironclad employees or support personnel who have access to NPI have undergone rigorous background checks prior to being granted access to areas where NPI is obtainable. Further, RMWRW/Ironclad employees and support personnel who have access to NPI undergo routine and regular training sessions, and their work is routinely and regularly overseen by RMWRW/Ironclad principals.

IV. CONTINUING SAFEGUARDS AND APPLICABILITY OF THIS POLICY

The provisions of this policy remain in full force and effect indefinitely, including the period of time after which RMWRW/Ironclad's representation of you, or provision of products or services to you has ceased.

V. ACCESS TO NON-PUBLIC PERSONAL INFORMATION, CORRECTIONS, AMENDMENTS OR DELETIONS

As required by applicable law, RMWRW/Ironclad will afford you the right to access your NPI, under certain circumstances, in order to ascertain to whom your NPI has been disclosed, and will allow you to request corrections, amendments, or deletions. RMWRW/Ironclad's policy is to maintain your NPI for no less than Louisiana's minimum required record retention period for the purposes of handling future transactions or coverage claims.

Any such request to access your NPI must be made in writing, and must include your notarized signature to establish your identity. RMWRW/Ironclad retains the right to charge a reasonable fee to cover costs incurred in responding to such requests. Requests may be sent to RMWRW/Ironclad at the following address:

Robichaux, Mize, Wadsack, Richardson & Watson L.L.C.
Ironclad Title, L.L.C.
Attn: Privacy Policy Request Post
Office Box 2065
Lake Charles, Louisiana 70602-2065

VI. CHANGES TO PRIVACY POLICY

This Privacy Policy may be amended from time to time, consistent with applicable privacy laws. When amended, a notice of amendment will be posted on RMWRW/Ironclad websites.

