

**UNITY PRINTING COMPANY, INC.
CLIENT PRIVACY DISCLOSURE**

At Unity Printing Company, Inc., we value your continued business and want you to know that your satisfaction is very important to us. As your printer who handles confidential information on your behalf, we know you expect that we will make every effort to help protect your privacy.

We are committed to providing the highest level of security and privacy regarding the collection and use of our customer's personal nonpublic information. We want to be your printer and we thank you for the opportunity to serve you. This policy will be provided to you annually as long as you maintain an ongoing relationship with us.

Collection of Personal Information

We may collect personal information about your company or the customers of your company when performing printing or mailing information at your request. This personal information is nonpublic information that we obtain in connection with providing services to you.

Use of Personal Information

We do not disclose any nonpublic personal information about your company or customers of your company to anyone, except as provided by law. For example, we may disclose nonpublic personal information about you or your customers pursuant to your authorization, to non-affiliated third parties in certain circumstances to assist us in servicing your account or to a governmental entity in response to a subpoena or pursuant to Court Orders.

We do not sell, nor have we ever sold, your nonpublic personal information to anyone.

Security

Unity Printing Co., Inc. is committed to the security of your nonpublic personal information. We maintain physical, electronic, and procedural safeguards that comply with federal standards that guard your nonpublic personal information. All of our operational and data processing systems are in a secure environment that protects your information from being accessed by third parties.

We limit employee access to your nonpublic personal information to only those employees with a legitimate business reason to know such information. Our employees are educated on the importance of privacy and confidentiality. We require our vendors and service providers to abide by privacy standards similar to our privacy standards.