

Community Credit Counseling Specialists, Inc.

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Toledo, Ohio 43614

419-865-2333 fax: 419-868-0207, Toll free: 888-662-3313

PRIVACY POLICY

We at Community Credit Counseling Specialists value you as a client and respect your right to privacy. We understand that maintaining the confidentiality of your financial situation is of the utmost importance to you, and that you have turned to us for help based upon our experience, competence, professionalism, and sense of responsibility. We want to ensure that you understand what information we gather about you, how we use it, and the safeguards we have in place to protect it. We also want you to understand that, when you request our assistance, you are asking us to intervene with your creditors on your behalf, and that sharing of certain nonpublic information with them is a necessary part of the credit counseling process.

Our Principles for Privacy Protection

Community Credit Counseling Specialists does not share your financial information with any non-affiliated third parties other than those who help us in providing assistance to you, and they are required to maintain it in strict confidence. We do not rent or sell your personal financial information to any outside marketer. We maintain security practices and procedures designed to ensure the security, integrity and confidentiality of your personal financial information. And we educate our employees about safeguarding client information and preventing unauthorized access, disclosure or use, while limiting employee access to client information to those who need it to assist you.

What information do we collect?

We collect nonpublic information about you from the following sources:

- Information we receive from you on applications or other forms, as well as through face-to-face conversations, phone calls, and e-mail.
- Information about your transactions with us.
- Information we receive from your creditors.

What information do we disclose?

We may disclose the following kinds of nonpublic information about you:

- Information we receive from you on applications or other forms and from other communications with you, such as you name, address, financial account numbers, Social Security number, assets and income.
- Information about your transactions with us, such as your account balance, monthly payment obligations, payment history, and method of payment.

If you have any questions in this regard, please give us a call. We appreciate the opportunity to work with you, and the trust that you have placed with us.

Received by _____ Date: _____
(Client)

Reviewed with client by _____ Date _____
(Counselor)

FORM A17-2 Revised: 10/29/2007

Approved by: Gale Crenshaw