

**Intermountain Record Center, Inc.
Privacy Statement**

Introduction – Our Commitment To You

Intermountain Record Center, Inc (IRC) is proud to be Wyoming's only full service document management company since 1983. We greatly appreciate the trust that you and our fellow Wyoming businesses have placed in us, and we protect that trust by continuing to respect the privacy of all our clients even if our formal customer relationship ends.

This privacy statement illustrates our commitment to your privacy and explains our privacy practices to help you understand how we protect your information. For many years now, we have maintained standards and procedures designed to prevent misuse of your financial information. Physical, electronic and managerial procedures have been employed to safeguard the security and integrity of personal information.

We may change our privacy practices at any time as permitted by law. And if we do so, we will provide you with notice as required.

How We Handle Information We Collect.

It is important for you to know that we do not collect any demographic information except that which is required to obtain payment for services rendered. IRC collects personal information, including names, postal and e-mail addresses, phone and facsimile numbers for billing and collection purposes. We may require a credit application be submitted, or authorization to obtain a credit report be given, in order to assure our customers get the very best service and the highest quality products with payment terms that meet their needs.

We may obtain information about you or your company directly from you or your company's representative, from information received in your credit application or credit report. We reserve the right to verify the information presented. The information will be maintained in your accounts payable file in a sealed manila envelope accessible to only our Bookkeeper or President during the time we are actively conducting business together. Upon closing of your account and full payment of amounts due, these financial and personal records will be shredded according to the Fair and Accurate Credit Reporting Act 16 CFR part 682. The other accounting and production records associated with servicing your account will be microfilmed and maintained for audit purposes in our accounting records. Your original credit documents will be NOT be microfilmed.

You may choose to pay your IRC invoices with a credit card. Upon verification of receipt of funds, your CC account number will be expunged except for the last 4 numbers. Your credit card account information will not be maintained in IRC's accounting system and must be given each time for CC payments.

Accuracy and Security of Customer Information

IRC makes all reasonable efforts to ensure that the customer information it maintains is accurate, timely and secure.

IRC will monitor and adopt, as appropriate, new technological developments that are designed to aid in ensuring the accuracy and security of customer information.

IRC enforces its policies in regard to gathering, access and use of personal customer information by its employees, contractors and sub-contractors

How Your Information May Be Shared

IRC does not share client information with any other parties. We never sell, rent or exchange your personal information with other parties.

IRC may release personal information under the following circumstances:

- Where release is required by law (for example, a subpoena) or regulation or is requested by a government agency;
- Where our records indicate a company may be engaged in fraudulent activity or other deceptive practices that a governmental agency should be made aware of;
- To appropriate persons, where your communication suggests possible harm to others.

Computer Tracking and Cookies

Our web site is not set up to track, collect or distribute personal information. "Cookies" are files that contain information created by a web server that can be stored on a user's hard disk for future use. IRC's website does not use cookies to facilitate automated activity, store and track passwords, or review navigation patterns. Cookies are not used to disseminate information about users over the Internet or to analyze any information that users have provided.

Links to Other Sites

IRC's website and database contain links to other websites. IRC has no control over and is not responsible for the privacy policies or content of such sites.

Means of Redress

If any user suspects IRC has handled personal information in a manner that does not comply with this privacy statement, please contact Janie Wait, President:

by e-mail at jwait@intermountainrecords.com;

by surface mail at Intermountain Record Center Inc, PO Box 2770, Mills, WY 82644 ;

by FedEx or UPS Intermountain Record Center Inc, 3765 Airport Parkway, Casper, WY 82604;

by telephone 1-307-265-9553 or fax at 1-307-237-8225. Thank you!