

## Consumer Privacy Notice and Customer Proprietary Network Information (CPNI)

### A Commitment to Your Privacy:

Daviess-Martin County Rural Telephone Corp., dba RTC Communications, hereinafter the “Company”, considers your privacy and your personal information our number one priority. We are committed to protecting the privacy of information we maintain about you, and we want you to be aware of how we collect and handle that information.

### Your Privacy Is Not For Sale:

We do not sell or disclose your personal information to anyone, for any reason, at any time. The only exceptions to this would include the following:

- If you specifically authorize us to share your information with another company.
- It is required by law, and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on the Company.
- Disclosure is necessary to protect the safety of customers, employees or property.
- Publishing your name, address and phone number in our directories, unless you have requested a non-listed or non-published telephone number.
- Sharing data with our authorized vendors, contractors, and agents, only to the extent necessary for them to perform their work, in order for the Company to carry out certain functions in marketing and delivering services to you.

Personal information you voluntarily supply is not shared for non-company purposes. This information is Company proprietary data and is not available for use to any outside company in this personalized form. Should any changes be made in the way we use personally identifiable information, the Company will notify you of this change and give you the opportunity to choose to “opt-out” of such use.

### How We Collect Information About You:

We collect information about you in a number of ways:

- **Application and registration information:** We collect information from you when you open an account or make changes to an existing account. We may also collect information from consumer reporting agencies to verify your identity in the account-opening process, or if you apply for other products and services. The information we collect may include personal information such as your name, address, phone number, email address, Social Security Number (SSN) and date of birth. You will always retain the option to choose if our information is used to send you company and product information, special offers and in some cases newsletters.

#### At any time you may:

- Elect not to receive (opt-out) marketing messages. The primary purpose of these messages is the commercial advertisement or promotion of a product or service. At any time you may “opt-out”.
- Update your contact and personal information.
- **Transaction and experience information:** Once you have opened an account with us, we collect and maintain personal information about your account, including, transactions, balances, and history. This information allows us to administer your account and provide the services you have requested.

- **Third-party information providers:** We may collect information about you from information services and consumer reporting agencies to verify your identity, employment, or creditworthiness.

### **Safeguarding Your Information & Maintaining Your Trust:**

We take precautions to ensure the information we collect about you is protected and is accessed only by authorized individuals or organizations. Companies we use to provide support services are not allowed to use information about our customers for their own purposes and are contractually obligated to maintain strict confidentiality. We restrict access to personal information by our employees and agents. Our employees are trained about privacy and are required to safeguard personal information. We maintain physical, electronic and procedural safeguards to protect personal information.

### **Teaming Up Against Identity Theft:**

Identity theft is a serious concern to all of us. Safeguarding information to help protect you from identity theft is a priority with the Company. We are committed to keeping your personal information safe. To enhance your security, the Company takes steps to protect you from identity theft:

- Utilizing customer identification and authentication procedures before initiating any transactions;
- Using firewalls and encryption technology to protect personal identification on our computer systems;
- Creating a secure transmission connection to our website;
- Training our employees on privacy and security to properly handle personal information about you.

You can also help protect your identity and accounts. Here are a few steps to remember:

- When using the internet, keep your login ID and password confidential;
- Keep your security software up-to-date and turned-on;
- Shred documents that contain personal information;
- Check your credit report regularly for unauthorized activity and protect your personal identification numbers (PINs) and personal data.

### **Opt-Out:**

You have a right under federal law to protect the confidentiality of your account information and restrict the use of CPNI data, and we have a responsibility to protect your data. To restrict the use of your CPNI data, you must call the business office at 812-486-3211 or toll free at 1-800-272-2356 during regular business hours, to request an opt-out form be mailed to you or email us at [cpni@rtccom.com](mailto:cpni@rtccom.com) within 30 days of your receipt of this notice to request that we not utilize your CPNI data. Your denial of approval for RTC Communications to use this data will not affect the provision of any services to which you subscribe. Your approval or denial of approval for the use of CPNI outside of the service to which you already subscribe will remain valid until you revoke or limit the approval or denial.