

# **PRIVACY AND SECURITY STATEMENT**

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Bayne Henyon & Associates, Inc. d/b/a Corporate Consulting, ("Corporate Consulting") takes the privacy of our clients and the security of their Personal Information very seriously. We provide this Privacy and Security Statement ("Statement") because you have the right to know what Personal Information we collect, how it is protected and used and the circumstances under which it may be disclosed.

If you have further questions regarding this Statement, please contact us:

- (1) by email at bayne@rstmm.com and include your name and telephone number or email or postal address so that we can contact you; or
- (2) by letter to us at Corporate Consulting, Attn: Bayne Henyon, President, 301 3rd St., N.E. Charlottesville, VA 22901, making sure to include your name and mailing address or telephone number so that we can contact you.

## **To Whom this Statement Applies**

This Statement only applies to Corporate Consulting. This Statement does not apply to affiliated entities of Corporate Consulting or to third parties.

## **The Personal Information We Collect**

Corporate Consulting only collects Personal Information that you voluntarily submit through our Web site(s). "Personal Information" includes information such as your name, street and e-mail addresses, and telephone number(s). We do not automatically collect Personal Information without your knowledge.

## **Uses of Personal Information**

When you submit Personal Information or authorize the submission of Personal Information to Corporate Consulting, you will be asked to decide how we may use your information. Unless we specifically tell you otherwise before you submit Personal Information, we will only use it to:

- (1) Better understand your viewing habits, desires, and needs;
- (2) Help us understand how we can improve our products, services, and website(s); and
- (3) Contact you to ask for your opinion or willingness to participate in certain activities or events.

These options give you the opportunity to control the usage of your Personal Information by "opting out" of our systems.

## **Use of Cookies**

To improve your visit to our site(s), we may use "cookies" to obtain non-Personal Information (cookies are text information files that your browser places on your computer when you visit a web site). We may aggregate this data to analyze the viewing habits of our site visitors, but it will not be associated with any personally identifiable data.

## **Sharing Your Personal Information With Others**

Corporate Consulting will not use or share your Personal Information in ways unrelated to the uses described above unless we provide you with prior notice and give you an opportunity to change your usage preferences.

Unless you give us prior consent or make a specific request, Corporate Consulting will not trade, sell, or share your Personal Information with any person or entity other than appropriate authorized individuals within Corporate Consulting and its subsidiaries, affiliates and representatives, unless required by law or as disclosed to you before the information is collected.

## **How You Can Control the Use of Your Personal Information**

To modify your Personal Information, contact us at [www.info@rstmm.com](mailto:www.info@rstmm.com). We will make every effort to respond to your requests in a timely manner.

If you have already submitted Personal Information to Corporate Consulting or given permission for Personal Information to be submitted, posted, uploaded, or published, you may opt-out of Corporate Consulting's future use of that information by sending a specific email request to [www.info@rstmm.com](mailto:www.info@rstmm.com). Upon receiving and verifying your request to the best of our ability, we will delete your Personal Information from our records.

There are known methods that spammers can use to hide their identity by using other people's email address to send out emails. If you have any question about the genuineness of an email you receive that appears to be from Corporate Consulting, contact us at [www.info@restmm.com](mailto:www.info@restmm.com) and do not furnish Personal Information in response to the email.

## **Security of Your Information**

The security of your Personal Information is very important to us. We use appropriate technical and managerial procedures to protect your Personal Information and prevent its disclosure outside Corporate Consulting and those service professionals with whom we do business. Only those authorized by Corporate Consulting or you will be granted access to your Personal Information.

In addition to careful consideration about what information you share and whom you share it with, we recommend that everyone develop good security habits. These include protecting and regularly changing your password, using computer virus protection, logging off when you finish using your computer, and considering the use of file or email encryption programs.

## **Enforcement of Policies or Consumer Concerns**

If you believe Corporate Consulting has not adhered to these practices or if you have any concerns related to the privacy of your Personal Information, please notify us by e-mail at [www.info@rstmm.com](mailto:www.info@rstmm.com). We will make every effort to investigate and correct the problem promptly.

## **Changes to This Privacy Policy**

Corporate Consulting may modify or amend this Statement from time to time. Please check back for updates.

**Links to Other Sites**

We may provide links to affiliated entities and on occasion to other sites we think you may enjoy. These sites operate independently of Corporate Consulting and have established their own privacy and security policies. For the best online experience, we encourage you to review these policies before submitting any Personal Information through these sites.

**Consent to Transfer**

The Corporate Consulting Site is operated in Charlottesville, Virginia. Please be aware that any information you provide to us will be transferred to Virginia, United States. By using The Corporate Consulting Site or providing us with your Personal Information through this website, you consent to this transfer.

**Updates to this Statement**

We will update this Statement from time to time to reflect changes in our business. Please periodically check this Statement for changes that may affect you.

Our current Privacy Statement was last updated June 28, 2007.