

## **PRIVACY POLICY**

On September 1, 2005, the Legislature of the State of Texas signed a bill aimed at identity theft. Because we respect your right to privacy, we have developed this Privacy Statement to inform you about our privacy practices at **RDL II, LTD**. RDL II, LTD agrees to keep private and to secure any information provided by our customers during our scope of business.

For the extension of credit for business purposes only, we request personal information to include social security number, driver's license number and/or account, and debit or credit card number so we know who we are doing business with. Some of our counter sales require the same information needed for identification purposes when paying with credit card or check. After the transaction has been completed, the document needed for the scope of business is put away in a drawer to be collected at the end of the day and filed in a secure place. Primarily the credit department handles this information, with limited exposure to our sales personnel. We keep this information in a secured file, which is controlled by the controller, credit department, or office managers depending upon need.

In the event the file has to be discarded for reasons within the scope of our business, all personal information will be shredded, erased, or otherwise made unreadable through any means.

**YOUR SIGNATURE IS REQUIRED AS PROOF THAT YOU HAVE BEEN GIVEN A COPY OF THIS PRIVACY STATEMENT.**

---

Signature (Individual) (Corporate Representative)

---

Print Clearly