

## **SOCIAL SECURITY NUMBER AND PERSONAL INFORMATION PRIVACY PROTECTION POLICY**

### **I. POLICY**

ACMAT Corporation and ACSTAR Insurance Company (collectively the “Company”) are committed to maintaining the confidentiality of Social Security numbers and other personal information (as defined by Connecticut Public Act 08-167) which the Company collects in the regular course of its business. Accordingly, the Company has established this Policy to restrict access, distribution, use and disposal of Social Security numbers and other personal information collected by the Company. The purpose of this Policy is to comply with Federal, state and local law protecting the confidentiality of Social Security numbers and other personal information, including but not limited to Connecticut Public Act 08-167.

### **II. PROCEDURES TO PROTECT THE CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS AND OTHER PERSONAL INFORMATION**

The Company collects social security numbers and other personal information only for legitimate business purposes. Examples of such purposes may include, but are not limited to, the following:

- The underwriting of surety and insurance accounts in connection with the insurance business of ACSTAR Insurance Company;
- The handling of surety and insurance claims in connection with the insurance business of ACSTAR Insurance Company;
- Determining eligibility for employment;
- Enrollment in employee benefits; and
- Reporting that is required by law, such as for tax purposes.

The Company restricts access to the Social Security numbers and other personal information that it collects only to the Company’s employees and certain third parties who are authorized to access this information. Authorized employees and third parties are those whom the Company has determined have a legitimate business need for the information and are subject to the privacy protections of this policy.

The Company prohibits the disclosure of Social Security numbers and other personal information unless such disclosure complies with this Policy and Federal, state and local law. Social Security numbers and other personal information shall not be displayed on identification cards or badges, bulletin boards, or any similar materials that are publicly displayed. Documents, materials or computer screens that display Social Security numbers and other personal information shall be shown only to authorized employees and third parties and shall be kept out of public view at all times. Social Security numbers and other personal information may only be used for legitimate business reasons.

The Company and its employees shall take reasonable steps so that all documents and files (both electronic and hard copy) that contain Social Security numbers and other personal information shall be stored in a physically secure manner. The Company requires that Social Security

numbers and other personal information be stored in a way that prevents unauthorized access. For example, hard copy documents that contain Social Security numbers or other personal information should be stored in files that can only be accessed by authorized Company employees or authorized third parties, and computers or other electronic devices that contain personal information should be secured against unauthorized access, such as through the use of passwords. The Company requires that any authorized personnel who maintains Social Security numbers or other personal information must take appropriate steps consistent with this Policy to safeguard such information.

Documents or other materials (both electronic and hard copy) that contain Social Security numbers or other personal information shall be disposed of in a manner such that the personal information is erased or made unreadable at the time of disposal.

The Company expressly prohibits the unlawful disclosure of Social Security numbers or other personal information.