

**Charter Title & Escrow Services, Inc.**

**Privacy Policy Notice**

**Exhibit "D-1(a)"**

Drafted: 03/13/15

Completed: 04/13/15

Executed: 07/20/15

Amended:

This privacy notice discloses the privacy practices for Charter Title & Escrow Services, Inc. ("Charter"). This privacy notice applies solely to information collected by Charter. This privacy notice informs you of the following:

1. What personally identifiable information is collected from you, how it is used and with whom Charter may share it.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

**Information Collection, Use and Sharing**

Charter is the sole owner of the information collected in the scope of Charter's service. Charter only has access to or collect information that you voluntarily provide to Charter via email or other direct contact from you. Charter will not sell or rent this information to any third party.

Charter will use your information to respond to you regarding the reason you contacted Charter. Charter will not share your information with any third party outside of Charter, other than as necessary to fulfill your request or business endeavor.

Unless you ask Charter not to, Charter may contact you in the future to inform you about Charter's products, services or changes to this privacy policy.

**Your Access to and Control over Information**

You may opt out of any future contacts from Charter at any time. You can do the following at any time by contacting us and requesting to:

1. See what data Charter has about you, if any.
2. Change or correct any data that Charter has about you.

3. Direct Charter to delete any data we have about you.
4. Express any concern you have out Charter's use of your data.

## Security

Charter takes precautions to protect your information. When you submit sensitive information, your information is protected both online and offline. Whenever Charter collects sensitive information, that information is encrypted and transmitted to Charter in a secure way. While Charter uses encryption to protect sensitive information transmitted online or via email, Charter also protects your information offline. Only employees or independent contractors who need the information to perform a specific job are granted access to personally identifiable information. Charter's computers and servers in which Charter stores personally identifiable information are kept in a secure environment.