

SOCIAL SECURITY NUMBER PRIVACY PROTECTION POLICY
(Connecticut Public Act 08-167)

Vinfen may collect certain personal information, including Social Security numbers, of employees or persons served, in the course of our business. We will take what we believe to be reasonable steps to protect the confidentiality of the Social Security numbers we collect.

How do we protect the confidentiality of Social Security numbers?

We protect the confidentiality of the Social Security numbers we collect in the course of our business by maintaining what we believe to be reasonable physical, electronic and procedural safeguards to protect their confidentiality, including steps to:

- Limit access to the Social Security numbers we collect to appropriate persons within the organization;
- Prohibit unlawful disclosure of the Social Security numbers we collect;
- Use secure or encrypted connections *only* for the transmission of Social Security numbers over the internet;
- Obtain the agreement of our outside business partners who have authorized access to Social Security numbers to protect the confidentiality of the Social Security numbers;
- Train our employees in the proper handling of Social Security numbers; and
- Review these safeguards on a regular basis.

