

CONTACTING US

**IF YOU HAVE A QUESTION ABOUT THIS NOTICE,
PLEASE CONTACT OUR CREDIT MANAGER**

phone
802 362 1952

toll free
888 447 5645

mailing address
attn: Credit Manager
r.k. MILES, Inc.
PO Box 1125
Manchester Center, VT 05255

SINCE 1940
r k MILES
BUILDING MATERIALS SUPPLIER



PRIVACY

NOTICE

PRIVACY

for your r.k. MILES charge account

NOTICE

OUR GOAL

Our goal is to maintain your account and any personal information provided to us in the strictest confidence. Your confidence and trust are paramount to us.

SECURITY OF PERSONAL INFORMATION

The security of personal information about you is our priority. We protect this information by maintaining physical, electronic, and procedural safeguards that meet applicable law. We train our employees in the proper handling and storage of all personal information. We take action against those employees who do not follow our privacy rule relating to both past and current customers.

ABOUT THIS NOTICE

This notice tells you how we collect, handle, and disclose personal information about you.

Personal Information We Collect

The personal information we collect about you comes from the following sources:

Information we receive directly from you in the credit application process, such as your name, address, social security number, telephone number, email address, certain financial information and credit references.

Information about your charge transactions, such as your account balances, payment history, and account activity.

Information we receive from consumer reporting agencies and other sources, such as credit bureau reports, banking history and other information relating to your creditworthiness, and

Information provided by you in the ordering/payment process concerning credit card numbers, expiration dates and special credit instructions.

How we handle your personal information

Applications for credit are stored in locked file cabinets with limited employee access. Basic account information entered on our computer server is protected through electronic security procedures such as firewall technology and user authentication. All written credit card authorization information is securely stored with limited access and destroyed immediately after its intended use. Computer credit card information is stored on encrypted files protected against unauthorized use. Personal customer information is made available only to employees who need to know in order to provide you with products and services of r.k. Miles, Inc.

Information we disclose about you

We do not disclose any personal information about you to any third party except as permitted or required by law.

How can you review your information?

You may write or call for an appointment and we will be happy to review what information we have in relation to your account. If you believe we have incorrect information, we are willing to make any bona-fide correction. See "Contacting Us" on the back panel of this pamphlet.