

Privacy Policy

Notice and Choice

We notify individuals about the personal information we collect from them, how we use it, and how to contact us with privacy concerns. We collect personal information from individuals only as permitted by the Principles or with the consent of the individual affected. Consent for personal information to be collected, used, and/or disclosed in certain ways may be required in order for an individual to obtain or use our services.

Disclosures and Transfers

We do not disclose an individual's personal information to third parties, except when one or more of the following conditions is true:

- * We have the individual's permission to make the disclosure;
 - * The disclosure is required by law or mandatory professional standards;
 - * The disclosure is reasonably related to the sale or other disposition of all or part of our business;
 - * The information in question is publicly available;
 - * The disclosure is reasonably necessary for the establishment of legal claims;
- We do not utilize "outsourcing" to foreign or domestic third parties for professional services.*

Permitted transfers of information, either to third parties or within our company, include the transfer of data from one jurisdiction to another, including transfers to and from the United States of America. Because privacy laws vary from one jurisdiction to another, personal information may be transferred to a jurisdiction where the laws provide less or different protection than the jurisdiction in which the information originated.

Data Security, Integrity, and Access

We employ various physical, electronic, and managerial measures, including education and training of our personnel, designed to provide personal information with reasonable protection from accidental loss or destruction, improper use, alteration, or disclosure. Personal information collected or displayed through a Web site is protected in transit by standard encryption processes. However, we cannot guarantee the security of information on or transmitted via the Internet. We process personal information only in ways compatible with the purpose for which it was collected or authorized by the individual. To the extent necessary for such purposes, we take reasonable steps to make sure that personal information is accurate, complete, current, and otherwise reliable with regard to its intended use.

If an individual becomes aware that information we maintain about that individual is inaccurate, or if an individual would like to update or review his or her information, the individual may contact us using the contact information below. The individual may need to provide sufficient identifying information, such as name, address, birth date, and social security number. We may request additional identifying information as a security precaution. In addition, we may limit or deny access to personal information where providing such access would be unreasonably burdensome or expensive in the circumstances, or as otherwise permitted by the Safe Harbor Agreement. In some circumstances, we may charge a reasonable fee, where warranted, for access to personal information.

Accountability and Enforcement

Personnel who violate our privacy policies will be subject to disciplinary process.

For Further Information contact: **Dan Duncan, Ed Onley or Paige Watkins**
808 S. Main, Suite 314
Stillwater, OK 74074