



Privacy Notice

The Berwyn Group is committed to respecting and protecting the privacy, security, and confidentiality of personal information. We have in place policies and procedures that

- promote the security and confidentiality of personally identifiable information
- protect our information database and business transactions against any anticipated threats or hazards to the integrity or security of such records, and
- protect against unauthorized access to such information

Additionally, The Berwyn Group

- does not disclose any personal identification information directly or indirectly to a party other than the service specific customer with whom we have a written service agreement and signed privacy/confidentiality notice
- does not use any personal information for telemarketing, direct mail marketing or marketing via electronic mail
- abides by the provisions of the [Gramm-Leach-Bliley Act](#) (15 U.S.C. § 6801 et seq.), and by the federal [Fair Credit Reporting Act](#) (15 U.S.C. § 1681 et seq.) as it relates to the use, privacy and information security, and requires its customers to do the same
- requires a current signed privacy agreement that also clarifies the *permissible uses* and *permissible purposes* of non-public personal information with all of our customers before we commence any job involving non-public personal information

Finally to all our customers, please be assured that The Berwyn Group has established safeguards to protect all information provided to us pursuant to our service agreement.

- All information submitted via our website or other electronic / non-electronic media is protected. All data is encrypted during transmission and while stored on our server.
- Employees are only authorized to access information as it pertains to their specific job function.
- Not only is login access to the computers and servers restricted, but even the physical access to the storage area of all files (electronic and hard copy) is highly secured.

Please review our [security provisions](#) for more detail.

The Berwyn Group

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