



# Privacy Policy

## BPS and Your Privacy

*Builder's Plan Service wants you to know that we take client privacy seriously. Our privacy policies include:*

- 1.) No paperwork containing your personal information leaves our office until it is shredded. We use cross-cut level 4 shredding for maximum privacy.
- 2.) Your personal information will never be sold or given away. No exceptions.
- 3.) We will only share your information with others with whom we have contracted (or who are bidding to contract) to work on your project (engineers, interior designers, etc.).
- 4.) We employ Kaspersky Pure 3.0 security to decrease the likelihood of your identity being compromised by an external computer attack.
- 5.) We conduct regular computer maintenance with our computer security company to reduce the chance of spyware hijacking your information.

Though no one can guarantee 100% security, we want our clients to know the measures we take to safeguard their privacy. If you have any questions regarding how we treat your personal information please feel free to call or email us with your concerns.