

PROTECTION OF PERSONAL INFORMATION

MJ Barlow Career and Staffing Services, Inc. (herein described as MJ Barlow Staffing) policy is to protect and safeguard the confidential nature of personal, non-public information that it may obtain concerning its employees, customers, clients and other individuals. This information includes, for example, social security numbers, driver's license numbers, state identification cards, passport numbers, credit or debit numbers, alien registration numbers, (including any documentation required by the government, listed on the I-9 form).

MJ Barlow Staffing will only disclose Personal Information on a strict business need-to-know basis and to the extent required or permitted by law. MJ Barlow Staffing will maintain physical, electronic, and procedural safeguards to minimize the risk of, and prevent unauthorized access or disclosure of Personal Information.

MJ Barlow Staffing will destroy, erase, shred, or make unreadable its business records that contain Personal Information prior to disposing such information. MJ Barlow Staffing may dispose of Personal Information by contracting with a person or firm engaged in the business of disposing of records that contain confidential/personal information.

Employees are prohibited from accessing, using, disclosing, or revealing Personal Information for unauthorized purposes. Employees only may acquire and use Personal Information for legitimate business purposes and MUST safeguard the privacy of the information and take measures to ensure that Personal information is protected from disclosure and misuse.

Consistent with these policies, MJ Barlow Staffing may impose disciplinary measures for actions not in compliance with this policy. All complaints or allegations of violations of this policy will be investigated and MJ Barlow Staffing will take appropriate action.

In addition, our Web site has links to other sites. When you link to any of these sites, you are no longer on our site and are subject to the privacy policy of the new web site.

If you become a victim of Identity theft:

- ***Contact your bank and all others with whom you have a financial relationship.***
- ***File a police report if you have had a loss.***
- ***Report the fraud to the major credit bureaus:***

Equifax (800) 525-6285

Experian (888) 397-3742

Trans Union (800) 680-7289

For additional help, call the Federal Trade Commission at (877) ID-THEFT.