



## Privacy Notice

This privacy notice discloses the privacy practices for Benchmark Retirement Plan Services, Inc. (“Benchmark Retirement”) and www.benchmarkrps.com (“website”). This privacy notice applies solely to information collected by Benchmark Retirement and/or its website. It will notify you of the following:

1. What personally identifiable information is collected from you, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

### Information Collection, Use, and Sharing

We are the sole owners of the information collected from you via our website, our vendor’s portal website (ftWilliam.com), e-mail, fax, etc. We only have access to and collect information that you voluntarily give us via these means of communication or other direct contact from you. We will not sell or rent this information to anyone.

We will use your contact information to communicate directly with you for purposes of the services we have been engaged to perform. Your company and employee data provided to us will only be used to complete such services. We will not share your information (including your company and employees) with any third party outside of our organization other than as necessary to fulfill our services. Such parties include your plan’s financial advisor and recordkeeper, as well as Federal government agencies (e.g. IRS) as required by law.

### Your Access to and Control Over Information

You can do the following at any time by contacting us:

- See what data we have about your plan, company and employees.
- Change/correct any such data we have.
- Have us delete any such data.
- Express any concern you have about our use of such data.



### Security

We take precautions to protect your information. When you submit sensitive information, your information is protected both online and offline.

Our website portal is contracted from and managed by an external company named ftWilliam.com, which is a subsidiary of Wolters Kluwer Law & Business. Benchmark Retirement is not related to either of these companies. Those companies are responsible for the security of information uploaded to our website portal. That data is encrypted and transmitted to us in a secure manner. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the web page.

Our company website (www.benchmarkrps.com) is hosted on the Wix.com platform. Wix.com provides us with an online platform that allows us to explain our services to you. Any data you may supply to this website may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

Benchmark Retirement also protects your information offline. The computers/servers in which we store personally identifiable information are kept in a secure environment and we use a variety of technical security measures to secure your data. In addition, we use malware and virus protection software to prevent unauthorized persons from gaining access. We also maintain policies or practices designed to limit access to your personal information to employees who need access in order to carry out their job responsibilities.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately at (833) 765-401K or via email at [info@benchmarkrps.com](mailto:info@benchmarkrps.com).**