



## **Notice of Privacy Policy**

of

## **Southwest Title Co.**

Motz Law Firm, LLC d/b/a Southwest Title Co. ("SWT") values its customers and is committed to protecting the privacy of personal information. In keeping with that philosophy, we have developed a Privacy Policy, set out below, that will ensure the continued protection of your nonpublic personal information and inform you about the measures SWT takes to safeguard that information.

### **Who is Covered**

We provide our Privacy Policy to each customer when they purchase a title insurance policy through our company. Generally, this means that the Privacy Policy is provided to the customer when a title insurance commitment is issued. If no title insurance commitment is issued, it may also be provided at the Closing of the transaction.

### **Information Collected**

In the normal course of business and to provide the necessary services to our customers, we may obtain nonpublic personal information directly from the customer, from customer-related transactions, or from third parties such as lenders, appraisers, surveyors or other similar entities.

### **Access to Information**

Access to all nonpublic personal information is limited to those employees who have a need to know in order to perform their jobs. These employees include, but are not limited to, those in departments such as title examination closing and accounting.

### **Information Sharing**

Generally, SWT does not share nonpublic personal information that it collects with anyone other than as needed to complete the real estate settlement services and issue the title insurance policy as requested by the customer. SWT, however, may share information as required by law in response to a subpoena, to a government regulatory agency or to prevent fraud.

### **Information Security**

SWT, at all times, strives to maintain the confidentiality and integrity of the personal information in its possession and has instituted measures to guard against its unauthorized access. We maintain physical, electronic and procedural safeguards in compliance with federal standards to protect that information.

*The SWT Privacy Policy can also be found on SWT's website at [www.southwesttitle.co](http://www.southwesttitle.co)*