



## PRIVACY POLICY

This privacy statement describes how Synergy Pay Solutions utilizes and safeguards the information you supply to the Group.

Synergy Pay Solutions is committed to protecting your confidentiality. If we request identifying information from you when you access your account information, you can be confident that it will only be used in accordance with this Privacy Statement.

The Group has a strict policy to safeguard the privacy and safety of our customers' information. Your non-public personal information is not shared with unaffiliated third parties. Data will only be shared with your consent and in accordance with all applicable laws, with the exception of the purposes listed below. Please carefully read this policy. It provides essential details about how we manage your personal information. National Bookkeeping & Management Systems, Inc. maintains the right to modify these guidelines at any moment.

### USE OF INFORMATION

We gather and utilize only the least amount of non-public personal information we believe is required to provide you with exceptional service. These services may include advising you on our products, services, and other opportunities, maintaining your account with us, and managing our operations.

### WHAT WE COLLECT

We collect the majority of non-public personal information directly from you or your representatives, either in person, over the phone, or electronically.

We may collect the following details:

- Given name, surname, and occupation
- Contact details including home address, email address, business address, and home and business telephone numbers
- Social Security Numbers and Employee Identification Numbers
- Financial data including wiring details
- Accounts with us, transactions and interactions conducted by, with, or through us

### DISCLOSURE

Except where we feel it is necessary for the operation of our business or when required by law, we do not share non-public personal information about our customers or former customers to any third parties. We will not disclose your non-public personal information to other firms that may want to sell you their products or services, save in the precise and limited circumstances listed below.

## WHAT WE DO WITH THE INFORMATION WE GATHER

We require this information to comprehend your demands and provide you with a superior level of service, especially for the following reasons:

- Internal record maintenance
- We send you emails about new products, services, and other information we believe may be of value, using the email address you provided.
- Occasionally, we may also use your information to provide you with account-related information. We may communicate with you via email, phone, fax, or mail.
- We may use the information to tailor our website to better meet your needs
- We are obligated by law to provide some information to the Internal Revenue Service and state and local taxing authorities, including social security numbers and addresses.

## SECURITY

We are committed to maintaining the security of your data. To prevent unauthorized access or disclosure, we have implemented appropriate physical, technological, and managerial safeguards and security processes for the information we collect. We use secure servers and paperless processes.

To protect the security of your data, we have teamed with a renowned provider of technology-based business solutions for small and medium-sized enterprises. They employ a firewall that provides award-winning protection against hackers who exploit configuration or software vulnerabilities on their website to cause data theft, denial of service, or default.

Their firewall protects Web applications and Web services from harmful assaults and can improve the performance and scalability of these systems. It delivers, secures, and manages enterprise web applications from a single appliance with an intuitive, real-time user interface.

- Single point of protection for incoming and outgoing Web application traffic
- Protects sites and applications against application layer assaults
- Provides best practices security out-of-the-box
- Monitors traffic and reports on attackers and attempted attacks
- Protection from prevalent assaults
- Outbound data theft safeguards
- Website concealment
- Granular policies
- Secure HTTP traffic
- Offloading SSL
- Acceleration of SSL
- Load Distribution

## Management of your personal information

We will not sell, distribute, or lease your personal information to other parties unless we have your consent or are compelled by law to do so.