

ARGYLE WATER SUPPLY CORPORATION

Privacy Policy

Argyle Water Supply Corporation collects personally identifiable information from you in connection with your application for service, more specifically, your name, date of birth, drivers' license number, postal and e-mail addresses, phone and fax numbers, and billing and payment information may be requested. Our policy for obtaining, storing, and using this information is as follows:

(1) Your personal identifying information (as described above) is collected from you directly or by an electronic transmission or fax that you generate or request. Physical, electronic, and managerial procedures have been employed to safeguard the security and integrity of personal information. Any payments sent by electronic transmissions are encrypted to protect your information. Our web site may have links to third party organizations for your use or for information gathering by you. This Privacy Statement does not cover the information practices of those web sites linked to our site. We suggest you carefully review the privacy policies of each site you visit.

(2) The personally identifying information you provide to the ARGYLE WATER SUPPLY CORPORATION may be used for any legal purpose including compliance with the Texas Open Records Act. Under this law, you may elect to have your name and address withheld from an open records request. Contact our office for details. We never sell, rent, or trade your personal information. Only specifically assigned staff persons and management are permitted to work with and have access to this information. This information is used for internal verification and administrative purposes including our billing processes and in other official communication that we may have with you.

(3) Your personally identifying information is protected in a manner that prevents disclosure to unauthorized personnel. No *use* of your personally identifying information will be used without your authorization or for purposes unrelated to your request for service. Your personal identifying information may be required to be provided to a third-party if required by law. The ARGYLE WATER SUPPLY CORPORATION agrees to provide this information only as necessary and as required by applicable court rules, court decisions, and court orders.

This policy was last revised on March 20, 2014