

# LUBBOCK HOUSING FINANCE CORPORATION

## PRIVACY POLICY

Lubbock Housing Finance Corporation is dedicated to protecting the privacy of the personal information provided by those we assist. Our policy and procedures are designed to help ensure that information is kept secure, and we work to follow all federal and state laws regarding the protection of your personal information. While no one can guarantee against identity theft or the misuse of personal information, protecting the information you provide to us is a high priority to our company and staff. If you ever have concerns about this issue, please feel free to share them with us.

**How personal information is collected.** Depending on the type of service you request, you will be asked to furnish your personal information to us in written form or by fax.

**How and when information is used.** We use this information only to provide you with the type of service you request. Examples of these uses may include, but are not limited to, mortgage assistance, budgeting, etc.

**How the information is protected and who has access.** We allow only authorized persons to have access to your personal information, and we keep documents and electronic records containing this information in secure areas and systems.

**How the information is disposed of.** After we no longer need or are required to keep your personal information, we will store or destroy it in a manner designed to prevent unauthorized persons from accessing it. Our disposal methods will include shredding, destruction or obliteration of paper documents and destruction of electronic files.