

# Premium Administration, LLC

## Privacy Policy

Premium Administration, LLC regularly collects information for legitimate business purposes and our Privacy Policy states that we “do not sell or share customer information to or with anyone, internally or externally, for any other purpose other than was originally intended when the customer established his or her account.”

It is our commitment to always meet the highest legal and ethical standards in the conduct of our business. We will always work to meet both the letter and the intent of the law in all matters surrounding customer privacy issues.

During our relationship with you, we have and will continue to gather information considered “nonpublic”, but which is required for us to fulfill our duties. All information we collect about you and your account is deemed confidential and will not be disclosed except under the following circumstances:

- We may disclose personal information in those special circumstances where we believe that its disclosure is required, or permitted, by law, such as complying with legal subpoenas, or requests by taxing authorities or fiduciaries, current or future, of the accounts we administer.
- The information is required to complete a transaction for the account or on behalf of the account fiduciary.

Other than the exceptions shown above, we will not share your personal information with third parties unless you have specifically asked us to do so.