

**FACTS** WHAT WE DO WITH YOUR PERSONAL INFORMATION?

**Why?** Businesses choose how they share your personal information. Federal and state law gives consumers the right to limit some but not all sharing. Federal and state law also requires businesses to tell you how they collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

**What?** The types of personal information we collect and share depend on the product or service we provide directly to you or on behalf of others who have contracted our services to provide you a product or service. This information can include:

- Your name
- Your address
- Phone number

**How?** We collect your personal information when you apply for a City of Richmond ID card

Reasons we can share your personal information	Does SFG share?	Can you limit this sharing?
<b>For our everyday business purposes-</b> To process your application for a City of Richmond ID Card	No	We do not share

**Questions?** Call 888-997-3522

Who we are	
Who is providing this notice?	SF Global LLC
What we do	
How do we protect your personal information?	To protect your personal information from unauthorized access and use, we and our providers utilize security measures that comply with federal and state law. These measures include encryption, password enable role defined access controls, secure deletion, and regular audits.
How do we collect your personal information?	<p>We collect your personal information directly from you via</p> <ul style="list-style-type: none"> <li>• Interviews</li> <li>• Web Forms</li> <li>• Communications</li> </ul>
How long do we retain your personal information?	<p>Your Personal information is retained up to the date we issue your Richmond ID card.</p> <p>To renew, replace or update your ID card you must reapply</p>