

Privacy Notice

General Statement

At Cornerstone Billing Solutions (hereinafter “CBS”), we value our customers and take pride in providing you with the best service.

CBS collects certain personally identifiable information (PII) about you to facilitate our relationship. We know how much you value your privacy. We at CBS are committed to keeping your information secure. Therefore, we provide this Privacy Notice to outline the information CBS will collect and how that information will be used.

Privacy Principles

- CBS is committed to protecting the privacy of our customer’s PII.
- CBS makes every effort to protect all PII, such as name, address, and bank information, that we obtain.
- CBS maintains physical, technological, and administrative safeguards to protect PII.
- CBS permits only authorized employees and contractors, to have access to some or all PII of our customers as needed to perform the billing and payment duties we are contracted to perform.

Collection of Your Personal Information

The personal information we collect may include the following:

- Individual name
- Business name
- Email address
- IP address
- Taxpayer Identification Numbers
- Employer Identification Numbers
- Date(s) of Birth
- Corporate or individually held credit or debit transaction card numbers

Use of Personal Information

We use this information about you and your business for billing and payment purposes.

Sharing of Information

We do not share your information with any outside vendors or entities unless necessary for billing, payment, collection, or integration purposes. For instance, you and your customer’s name and

address are shared with our Print house for purposes of mailing invoices. For lockbox customers, your business name and address are shared with our bank and FISERV for payment processing.

Your personal information may be disclosed, if necessary, as required by law or regulation, to comply with legal, regulatory or administrative requirements of any governmental authorities, to comply with a court order, subpoena, search warrant, tax reporting, or other valid legal process, in connection with any legal action, claim or dispute and for the protection of persons or property.

Data Retention and Disposal

CBS keeps employee and customer information for as long as is necessary for business purposes, or as legally required by appropriate state, federal and regulatory bodies. Past that period, records, both physical and electronic, are safely destroyed.

Data security

We use security safeguards to protect PII from unauthorized access. We have policies and procedures in place to set forth physical, administrative, and technological safeguards around data security. These include but are not limited to strict user permissions, PCI compliance, 2FA for administrators, ESET, geo-IP blocking common at-risk countries, and annual administrative training and review of PII.

Notices

We reserve the right to modify or change this Privacy Notice at any time. Any such change, update, or modification will be effective immediately upon release, and reflected with the updated Date Modified. If we make any changes to our Notice, we will send an updated notice.

You can view the current Privacy Notice under Help>Tip sheets.