



RKS Confidentiality Policy

RKS Business Services understands that in working with accounting and point of sale software, we have access to the confidential information that is in your company files. Our confidentiality policy is:

- All of our employees are required to strictly follow the RKS Confidentiality Policy and only RKS employees will have access to your company information.
- All of the computers in our office are secure and not accessible to anyone other than an RKS employee. Our internet computer is also secure and has all of the industry recommended security precautions.
- All information given to RKS Business Services is held in strict confidence and we will not ask for any information that is not relevant to working with your business software.
- If it is necessary to put a copy of your data files onto our computers to work on a problem, the data will be removed as soon as the problem is resolved.
- We will advise you if it is necessary to retain a copy of your data files for future use. The retained copy of your data files will be placed on a separate CD or flash drive, stored in a secure location, and then removed from our computers.
- We will advise you if it is necessary to discuss your problem with the software or equipment manufacturer(s) or another consultant. As little identifying information as possible will be given.
- If you have any questions about our Confidentiality Policy, please give us a call.

Richard W. Schafer
President

Have any questions?
Call us. We would be happy to talk with you.



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