

May 17, 2019

SUBJECT: Safeguarding Protected Information

Dear Clients,

This is a notification regarding how to prevent the unauthorized release of information and data breaches.

Access continues to demonstrate our deep commitment to privacy and data protection by meeting regulatory standards for SSAE18 SOC I Type II, PCI-DSS, HIPAA, GDPR, SOX and PIPEDA, EU-US Privacy Shield Framework ("Privacy Shield"), along with maintaining industry certifications for PRISM Privacy + Standards and NAID. Through continual optimization of our resources, Access utilizes a balanced posture to ensure effective security and privacy standards are in place to protect and manage information for our clients.

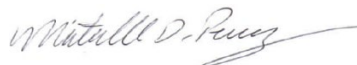
As data breaches and related incidents have exposed personal information for millions of people around the world, individuals and businesses have become increasingly aware of regulations and services to better safeguard our information. As a leader in the Records and Information Management Industry, we take this responsibility very seriously.

Despite the occurrence of malicious activities and criminal attacks against our data, the majority of reported incidents in business environments were unintentional or inadvertent in nature. A leading factor in data breaches today, is the accidental disclosure of information and unsecured data transmission methods. Any information, whether alone or in combination, that can be used to identify an individual ("PII") or protected health information ("PHI"); is legally protected and when that information is exposed electronically or physically to someone other than the owner and/or legal custodian of the records, a reportable breach may have occurred.

In effort to safeguard your information, please utilize FileBRIDGE or AccessREPORTS to securely manage your business needs. To reduce the likelihood of preventable incidents, please refrain from emailing or faxing PII, PHI or other sensitive data electronically to Access. Scanned images and electronic attachments are generally not considered secure. Accordingly, Access may not be able to process service requests or orders such as hardcopy material pick-ups & deliveries, destruction services, permanent removals, inventory updates or changes that contain protected information.

If you have any questions or concerns about securely ordering services, please contact please contact Client Support at clientsupport@accesscorp.com or call 1-877-345-3546 and our representatives will be happy to assist you.

Sincerely,



Mitchell Perry
Vice President Compliance & Security
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