

PROCEDURES FOR SHARING INFORMATION WITH LAW ENFORCEMENT

BACKGROUND

For the purposes of these procedures, "institution" refers to XXX Financial Corporation, XXX Bank/Thrift or Credit Union, XXX Financial Services, Inc. and XXX Mortgage Company inclusively.

It is the published policy of the institution (see "Privacy Notice") to protect the privacy of each current and former customer of the institution. Under the terms of that policy, the institution may not share customer information with outside entities or agencies other than those expressly listed in the policy statement.

PROCEDURE

From time to time the institution will receive requests from law enforcement agencies for specific personal or transactional information regarding a current or former customer. While the institution expressly desires to assist law enforcement in the investigation and prosecution of any potential crime, that assistance must fall within the bounds of the privacy policy. To that end:

The institution will not:

- Confirm the present or past existence of any account or relationship without a valid search warrant, subpoena or other legal process.
- Provide specific transactional histories without valid search warrant, subpoena or other legal process.
- Surrender any image from video surveillance equipment without a valid search warrant, subpoena or other legal process.

The institution will:

- Surrender all evidence regarding any crime committed against the institution.
- Provide copies of negotiable instruments to law enforcement officials investigating a crime committed against the payee or payer or that instrument.
- Comply with the provisions of section 314(a) of the USA Patriot Act and other applicable Federal and State regulations.

All requests for information must be forwarded to the Security Officer for review and disposition.