(c) Two-year grandfathering of service agreements. Until July 1, 2002, a contract that you have entered into with a nonaffiliated third party to perform services for you or functions on your behalf satisfies the provisions of §313.13(a)(1) of this part, even if the contract does not include a requirement that the third party maintain the confidentiality of nonpublic personal information, as long as you entered into the contract on or before July 1, 2000.

APPENDIX A TO PART 313—MODEL PRIVACY FORM

A. The Model Privacy Form

Version 1: Model Form With No Opt-Out.

**FACTS**

**WHAT DOES [NAME OF FINANCIAL INSTITUTION] DO WITH YOUR PERSONAL INFORMATION?**

**Why?**
Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we 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 you have with us. This information can include:
- Social Security number and [income]
- [account balances] and [payment history]
- [credit history] and [credit scores]

When you are no longer our customer, we continue to share your information as described in this notice.

**How?**
All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reasons [name of financial institution] chooses to share; and whether you can limit this sharing.

<table>
<thead>
<tr>
<th>Reasons we can share your personal information</th>
<th>Does [name of financial institution] share?</th>
<th>Can you limit this sharing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For our everyday business purposes-- such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our marketing purposes-- to offer our products and services to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For joint marketing with other financial companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates’ everyday business purposes-- information about your transactions and experiences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates’ everyday business purposes-- information about your creditworthiness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates to market to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For nonaffiliates to market to you</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Questions?** Call [phone number] or go to [website]
<table>
<thead>
<tr>
<th><strong>Who we are</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is providing this notice?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What we do</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How does [name of financial institution] protect my personal information?</strong></td>
</tr>
<tr>
<td>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.</td>
</tr>
</tbody>
</table>

| **How does [name of financial institution] collect my personal information?** |
| We collect your personal information, for example, when you |
| - open an account or deposit money |
| - pay your bills or apply for a loan |
| - use your credit or debit card |
| (We also collect your personal information from other companies, OR) |
| (We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.) |

| **Why can’t I limit all sharing?** |
| Federal law gives you the right to limit only |
| - sharing for affiliates’ everyday business purposes—information about your creditworthiness |
| - affiliates from using your information to market to you |
| - sharing for nonaffiliates to market to you |
| State laws and individual companies may give you additional rights to limit sharing. [See below for more on your rights under state law.] |

<table>
<thead>
<tr>
<th><strong>Definitions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affiliates</strong></td>
</tr>
<tr>
<td>Companies related by common ownership or control. They can be financial and nonfinancial companies.</td>
</tr>
<tr>
<td>- [affiliate information]</td>
</tr>
</tbody>
</table>

| **Nonaffiliates** |
| Companies not related by common ownership or control. They can be financial and nonfinancial companies. |
| - [nonaffiliate information] |

| **Joint marketing** |
| A formal agreement between nonaffiliated financial companies that together market financial products or services to you. |
| - [joint marketing information] |

<table>
<thead>
<tr>
<th><strong>Other important information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>[insert other important information]</td>
</tr>
</tbody>
</table>
Version 2: Model Form with Opt-Out by Telephone and/or Online.

**FACTS**

**WHAT DOES [NAME OF FINANCIAL INSTITUTION] DO WITH YOUR PERSONAL INFORMATION?**

- **Why?** Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we 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 you have with us. This information can include:
  - Social Security number and [income]
  - [account balances] and [payment history]
  - [credit history] and [credit scores]
- **How?** All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reasons [name of financial institution] chooses to share; and whether you can limit this sharing.

<table>
<thead>
<tr>
<th>Reasons we can share your personal information</th>
<th>Does [name of financial institution] share?</th>
<th>Can you limit this sharing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For our everyday business purposes—such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our marketing purposes—to offer our products and services to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For joint marketing with other financial companies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates’ everyday business purposes—information about your transactions and experiences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates’ everyday business purposes—information about your creditworthiness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates to market to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For nonaffiliates to market to you</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To limit our sharing**

- Call [phone number]—our menu will prompt you through your choice(s) or
- Visit us online: [website]

Please note:
- If you are a new customer, we can begin sharing your information [30] days from the date we sent this notice. When you are no longer our customer, we continue to share your information as described in this notice.
- However, you can contact us at any time to limit our sharing.

**Questions?** Call [phone number] or go to [website]
### Page 2

#### Who we are

| Who is providing this notice? | [insert] |

#### What we do

<table>
<thead>
<tr>
<th>How does [name of financial institution] protect my personal information?</th>
<th>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. [insert]</th>
</tr>
</thead>
</table>
| How does [name of financial institution] collect my personal information? | We collect your personal information, for example, when you  
  - [open an account] or [deposit money]  
  - [pay your bills] or [apply for a loan]  
  - [use your credit or debit card]  
  [We also collect your personal information from other companies.] OR  
  [We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.] |
| Why can’t I limit all sharing? | Federal law gives you the right to limit only  
  - sharing for affiliates’ everyday business purposes—information about your creditworthiness  
  - affiliates from using your information to market to you  
  - sharing for nonaffiliates to market to you  
  State laws and individual companies may give you additional rights to limit sharing. [See below for more on your rights under state law.] |
| What happens when I limit sharing for an account I hold jointly with someone else? | [Your choices will apply to everyone on your account.] OR [Your choices will apply to everyone on your account—unless you tell us otherwise.] |

#### Definitions

<table>
<thead>
<tr>
<th>Affiliates</th>
<th>Companies related by common ownership or control. They can be financial and nonfinancial companies. [affiliate information]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonaffiliates</td>
<td>Companies not related by common ownership or control. They can be financial and nonfinancial companies. [nonaffiliate information]</td>
</tr>
<tr>
<td>Joint marketing</td>
<td>A formal agreement between nonaffiliated financial companies that together market financial products or services to you. [joint marketing information]</td>
</tr>
</tbody>
</table>

#### Other important information

[insert other important information]
Version 3: Model Form with Mail-In Opt-Out Form.

**FACTS**

**WHAT DOES [NAME OF FINANCIAL INSTITUTION] DO WITH YOUR PERSONAL INFORMATION?**

- **Why?**
  - Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we 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 you have with us. This information can include:
    - Social Security number and [income]
    - [account balances] and [payment history]
    - [credit history] and [credit scores]

- **How?**
  - All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reasons [name of financial institution] chooses to share; and whether you can limit this sharing.

<table>
<thead>
<tr>
<th>Reasons we can share your personal information</th>
<th>Does [name of financial institution] share?</th>
<th>Can you limit this sharing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>For our everyday business purposes—such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our marketing purposes—to offer our products and services to you</td>
<td></td>
<td></td>
</tr>
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<td>For joint marketing with other financial companies</td>
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<td>For our affiliates’ everyday business purposes—information about your transactions and experiences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates’ everyday business purposes—information about your creditworthiness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For our affiliates to market to you</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For nonaffiliates to market to you</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To limit our sharing:**
- Call [phone number]—our menu will prompt you through your choice(s)
- Visit us online [website] or
- Mail the form below

Please note:
- If you are a new customer, we can begin sharing your information [30] days from the date we sent this notice. When you are no longer our customer, we continue to share your information as described in this notice.
- However, you can contact us at any time to limit our sharing.

**Questions?**
- Call [phone number] or go to [website]

---

**Mail-in Form**

Leave Blank

[ ] If you have a joint account, your choice(s) will apply to everyone on your account unless you mark below.

[ ] Apply my choices only to me

Mark any/all you want to Limit:
- Do not share information about my creditworthiness with your affiliates for their everyday business purposes.
- Do not allow your affiliates to use my personal information to market to me.
- Do not share my personal information with nonaffiliates to market their products and services to me.

<table>
<thead>
<tr>
<th>Name</th>
<th>Mail to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Name of Financial Institution]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>[Address2]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(City), [ST] (ZIP)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, State, Zip</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. How the Model Privacy Form is Used
(a) The model form may be used, at the option of a financial institution, including a group of financial institutions that use a common privacy notice, to meet the content requirements of the privacy notice and opt-out notice set forth in §§ 313.6 and 313.7 of this part.
(b) The model form is a standardized form, including page layout, content, format, style, pagination, and shading. Institutions seeking to obtain the safe harbor through use of the model form may modify it only as described in these Instructions.
(c) Note that disclosure of certain information, such as assets, income, and information from a consumer reporting agency, may give rise to obligations under the Fair Credit Reporting Act [15 U.S.C. 1681–1681x] (FCRA), such as a requirement to permit a consumer to opt out of disclosures to affiliates or designation as a consumer reporting agency if disclosures are made to nonaffiliated third parties.
(d) The word “customer” may be replaced by the word “member” whenever it appears in the model form, as appropriate.

2. The Contents of the Model Privacy Form
The model form consists of two pages, which may be printed on both sides of a single sheet of paper, or may appear on two separate pages. Where an institution provides a long list of institutions at the end of the model form in accordance with Instruction C.3(a)(1), or provides additional information in accordance with Instruction C.3(c), and such list or additional information exceeds the space available on page two of the model form, such list or additional information may extend to a third page.

(a) Page One. The first page consists of the following components:
(1) Date last revised (upper right-hand corner).
(2) Title.
(3) Key frame (Why?, What?, How?).
(4) Disclosure table (“Reasons we can share your personal information”).
(5) “To limit our sharing” box, as needed, for the financial institution’s opt-out information.
(6) “Questions” box, for customer service contact information.
(7) Mail-in opt-out form, as needed.

(b) Page Two. The second page consists of the following components:
(1) Heading (Page 2).
(2) Frequently Asked Questions (“Who we are” and “What we do”).
(3) Definitions.
(4) “Other important information” box, as needed.

3. The Format of the Model Privacy Form
The format of the model form may be modified only as described below.
(a) Easily readable type font. Financial institutions that use the model form must use an easily readable type font. While a number of factors together produce an easily readable type font, institutions are required to use a minimum of 10-point font (unless otherwise expressly permitted in these Instructions) and sufficient spacing between the lines of type.
(b) Logo. A financial institution may include a corporate logo on any page of the notice, so long as it does not interfere with the readability of the model form or the space constraints of each page.
Federal Trade Commission
Pt. 313, App. A

(c) Page size and orientation. Each page of the model form must be printed on paper in portrait orientation, the size of which must be sufficient to meet the layout and minimum font size requirements, with sufficient white space on the top, bottom, and sides of the content.

(d) Color. The model form must be printed on white or light color paper (such as cream) with black or other contrasting ink color. Spot color may be used to achieve visual interest, so long as the color contrast is distinct; and the color does not detract from the readability of the model form. Logos may also be printed in color.

(e) Languages. The model form may be translated into languages other than English.

C. Information Required in the Model Privacy Form

The information in the model form may be modified only as described below:

1. Name of the Institution or Group of Affiliated Institutions Providing the Notice

   Insert the name of the financial institution providing the notice or a common identity of affiliated institutions jointly providing the notice on the form wherever [name of financial institution] appears.

2. Page One

   (a) Last revised date. The financial institution must insert in the upper right-hand corner the date on which the notice was last revised. The information shall appear in minimum 8-point font as “rev. [month/year]” using either the name or number of the month, such as “rev. July 2009” or “rev. 7/09”.

   (b) General instructions for the “What?” box.

      (1) The bulleted list identifies the types of personal information that the institution collects and shares. All institutions must use the term “Social Security number” in the first bullet.

      (2) Institutions must use five (5) of the following terms to complete the bulleted list: income; account balances; payment history; transaction history; transaction or loss history; credit history; credit scores; assets; investment experience; credit-based insurance scores; insurance claim history; medical information; overdraft history; purchase history; account transactions; risk tolerance; medical-related debts; credit card or other debt; mortgage rates and payments; retirement assets; checking account information; employment information; wire transfer instructions.

      (c) General instructions for the disclosure table. The left column lists reasons for sharing or using personal information. Each reason correlates to a specific legal provision described in paragraph C.2(d) of this Instruction. In the middle column, each institution must provide a “Yes” or “No” response that accurately reflects its information sharing policies and practices with respect to the reason listed on the left. In the right column, each institution must provide in each box one of the following three (3) responses, as applicable, that reflects whether a consumer can limit such sharing: “Yes” if the institution is required to or voluntarily provides an opt-out; “No” if it does not provide an opt-out; or “We don’t share” if it answers “No” in the middle column. Only the sixth row (“For our affiliates to market to you”) may be omitted at the option of the institution. See paragraph C.2(d)(6) of this Instruction.

   (d) Specific disclosures and corresponding legal provisions.

      (1) For our everyday business purposes. This reason incorporates sharing information under §§313.14 and 313.15 and with service providers pursuant to §313.13 of this part other than the purposes specified in paragraphs C.2(d)(2) or C.2(d)(3) of these Instructions.

      (2) For our marketing purposes. This reason incorporates sharing information with service providers by an institution for its own marketing pursuant to §313.13 of this part. An institution that shares for this reason may choose to provide an opt-out.

      (3) For joint marketing with other financial companies. This reason incorporates sharing information under joint marketing agreements between two or more financial institutions and with any service provider used in connection with such agreements pursuant to §313.13 of this part. An institution that shares for this reason may choose to provide an opt-out.

      (4) For our affiliates’ everyday business purposes—information about transactions and experiences. This reason incorporates sharing information specified in sections 603(d)(2)(A)(i) and (ii) of the FCRA. An institution that shares for this reason may choose to provide an opt-out.

      (5) For our affiliates’ everyday business purposes—information about creditworthiness. This reason incorporates sharing information pursuant to section 609(d)(2)(A)(iii) of the FCRA. An institution that shares for this reason must provide an opt-out.

      (6) For our affiliates to market to you. This reason incorporates sharing information specified in section 624 of the FCRA. This reason may be omitted from the disclosure table when: the institution does not have affiliates (or does not disclose personal information to its affiliates); the institution’s affiliates do not use personal information in a manner that requires an opt-out; or the institution provides the affiliate marketing notice separately. Institutions that include this reason must provide an opt-out of indefinite duration. An institution that is required to provide an affiliate marketing opt-
out, but does not include that opt-out in the model form under this part, must comply
with section 624 of the FCRA and 16 CFR parts 680 and 698 with respect to the initial
notice and any subsequent renewal notice and opt-out. An institution not
required to provide an opt-out under this subparagraph may elect to include this rea-
son for nonaffiliates to market to you. This reason incorporates sharing described in
§§313.7 and 313.18(a) of this part. An institution that shares personal information for
this reason must provide an opt-out.

(f) Nonaffiliate opt-out. If the financial insti-
tution shares personal information pursuant to section 603(d)(2)(A)(ii) of the
FCRA, it must include in the mail-in opt-out form the following statement: "☐ Do not
share my personal information with nonaffiliates to market their products and
services to me." (See version 3); or below the form (see version 4).

The reverse side of the mail-in opt-out form
must not include any content of the model
form.

(1) Joint accountholder. Only institutions
that provide their joint accountholders the
choice to opt out for only one accountholder,
in accordance with paragraph 3.3(a)(5) of
these Instructions, must include in the far
left column of the mail-in form the following
statement: "If you have a joint account, your choice(s) will apply to everyone on your
account unless you mark below. ☐ Apply my choice(s) only to me." The word "choice"
may be written in either the singular or plu-
ral, as appropriate. Financial institutions
that provide insurance products or services,
provide this option, and elect to use the
model form may substitute the word "pol-
icy" for "account" in this statement. Insti-
tutions that do not provide this option may
eliminate this left column from the mail-in
form.

(2) FCRA Section 603(d)(2)(A)(iii) opt-out. If
the institution shares personal information
pursuant to section 603(d)(2)(A)(iii) of the
FCRA, it must include in the mail-in opt-out
form the following statement: "☐ Do not
share information about my creditworthi-
ness with your affiliates for their everyday
business purposes."

(3) FCRA Section 624 opt-out. If the institu-
tion incorporates section 624 of the FCRA in
accord with paragraph C.2(d)(6) of these In-
structions, it must include in the mail-in
opt-out form the following statement: "☐ Do
not allow your affiliates to use my personal
information to market to me."

(4) Nonaffiliate opt-out. If the financial in-
stitution shares personal information pursuant
to §313.18(a) of this part, it must include in
the mail-in opt-out form the following statement: "☐ Do not share my personal
information with nonaffiliates to market their
products and services to me."

(5) Additional opt-outs. Financial institu-
tions that use the disclosure table to provide
opt-out options beyond those required by
Federal law must provide those opt-outs in
this section of the model form. A financial
institution that chooses to offer an opt-out
for its own marketing in the mail-in opt-out
form must include one of the two following
statements: "☐ Do not share my personal
information to market to me." or "☐ Do not
use my personal information to market to
me." A financial institution that chooses to
offer an opt-out for joint marketing must in-
clude the following statement: "☐ Do not
share my personal information with other fi-
nancial institutions to jointly market to me."

(b) Barcodes. A financial institution may
elect to include a barcode and/or "tagline"
(an internal identifier) in 6-point font at the

address: In the far right of this form (see
version 3); or below the form (see version 4).

bottom of page one, as needed for information internal to the institution, so long as these do not interfere with the clarity or text of the form.

3. Page Two

(a) General Instructions for the Questions. Certain of the Questions may be customized as follows:

(1) ‘‘Who is providing this notice?’’ This question may be omitted where only one financial institution provides the model form and that institution is clearly identified in the title on page one. Two or more financial institutions that jointly provide the model form must use this question to identify themselves as required by §313.6(c) of this part. Where the list of institutions exceeds four (4) lines, the institution must describe in the response to this question the general type of institutions jointly providing the notice and must separately identify those institutions, in minimum 8-point font, directly following the ‘‘Other important information’’ box, or, if that box is not included in the institution’s form, directly following the ‘‘Definitions.’’ The list may appear in a multi-column format.

(2) ‘‘How does [name of financial institution] protect my personal information?’’ The financial institution may only provide additional information pertaining to its safeguards practices following the designated response to this question. Such information may include information about the institution’s use of cookies or other measures it uses to safeguard personal information. Institutions are limited to a maximum of 30 additional words.

(3) ‘‘How does [name of financial institution] collect my personal information?’’ Institutions must use five (5) of the following terms to complete the bulleted list for this question: Open an account; deposit money; pay your bills; apply for a loan; use your credit or debit card; seek financial or tax advice; apply for insurance; pay insurance premiums; file an insurance claim; seek advice about your investments; buy securities from us; sell securities to us; direct us to buy securities; direct us to sell your securities; make deposits or withdrawals from your account; enter into an investment advisory contract; give us your income information; provide employment information; give us your employment history; tell us about your investment or retirement portfolio; tell us about your investment or retirement earnings; apply for financing; apply for a lease; provide account information; give us your contact information; pay us by check; give us your wage statements; provide your mortgage information; make a wire transfer; tell us who receives the money; tell us where to send the money; show your government-issued ID; show your driver’s license; order a commodity futures or option trade. Institutions that collect personal information from their affiliates and/or credit bureaus must include after the bulleted list the following statement: ‘‘We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.’’ Institutions that do not collect personal information from their affiliates or credit bureaus but do collect information from other companies must include the following statement instead: ‘‘We also collect your personal information from other companies.’’ Only institutions that do not collect any personal information from affiliates, credit bureaus, or other companies can omit both statements.

(4) ‘‘Why can’t I limit all sharing?’’ Institutions that describe state privacy law provisions in the ‘‘Other important information’’ box must use the bracketed sentence: ‘‘See below for more on your rights under state law.’’ Other institutions must omit this sentence.

(5) ‘‘What happens when I limit sharing for an account I hold jointly with someone else?’’ Only financial institutions that provide opt-out options must use this question. Other institutions must omit this question. Institutions must choose one of the following two statements to respond to this question: ‘‘Your choices will apply to everyone on your account,’’ or ‘‘Your choices will apply to everyone on your account—unless you tell us otherwise.’’ Financial institutions that provide insurance products or services and elect to use the model form may substitute the word ‘‘policy’’ for ‘‘account’’ in these statements.

(b) General Instructions for the Definitions. The financial institution must customize the space below the responses to the three definitions in this section. This specific information must be in italicized lettering to set off the information from the standardized definitions.

(1) Affiliates. As required by §313.6(a)(3) of this part, where [affiliate information] appears, the financial institution must:

(i) If it has no affiliates, state: ‘‘[name of financial institution] has no affiliates’’;

(ii) If it has affiliates but does not share personal information, state: ‘‘[name of financial institution] does not share with our affiliates’’; or

(iii) If it shares with its affiliates, state, as applicable: ‘‘Our affiliates include companies with a [common corporate identity of financial institution] name; financial companies such as [insert illustrative list of companies]; nonfinancial companies, such as [insert illustrative list of companies]; and others, such as [insert illustrative list].’’

(2) Nonaffiliates. As required by §313.6(c)(3) of this part, where [nonaffiliate information] appears, the financial institution must:
§ 314.1 Purpose and scope.

(a) Purpose. This part, which implements sections 501 and 505(b)(2) of the Gramm-Leach-Bliley Act, sets forth standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of customer information.

(b) Scope. This part applies to the handling of customer information by all financial institutions over which the Federal Trade Commission ("FTC" or "Commission") has jurisdiction. This part refers to such entities as "you." This part applies to all customer information in your possession, regardless of whether such information pertains to individuals with whom you have a customer relationship, or pertains to the customers of other financial institutions that have provided such information to you.

§ 314.2 Definitions.

(a) In general. Except as modified by this part or unless the context otherwise requires, the terms used in this part have the same meaning as set forth in the Commission’s rule governing the Privacy of Consumer Financial Information, 16 CFR part 313.

(b) Customer information means any record containing nonpublic personal information as defined in 16 CFR 313.3(n), about a customer of a financial institution, whether in paper, electronic, or other form, that is handled or maintained by or on behalf of you or your affiliates.

(c) Information security program means the administrative, technical, or physical safeguards you use to access, collect, process, store, use, transmit, dispose of, or otherwise handle customer information.

(d) Service provider means any person or entity that receives, maintains, processes, or otherwise is permitted access to customer information through its provision of services directly to a financial institution that is subject to this part.

§ 314.3 Standards for safeguarding customer information.

(a) Information security program. You shall develop, implement, and maintain a comprehensive information security program that is written in one or more readily accessible parts and contains administrative, technical, and physical safeguards that are appropriate to your size and complexity, the nature and scope of your activities, and the sensitivity of any customer information at issue. Such safeguards shall include the elements set forth in § 314.4 and shall be reasonably designed to achieve the objectives of this part, as set forth in paragraph (b) of this section.

(b) Objectives. The objectives of section 501(b) of the Act, and of this part, are to:

(1) If it does not share with nonaffiliated third parties, state: “[name of financial institution] does not share with nonaffiliates so they can market to you”; or

(2) If it shares with nonaffiliated third parties, state, as applicable: “Nonaffiliates we share with can include [list categories of companies such as mortgage companies, insurance companies, direct marketing companies, and nonprofit organizations].”

Joint Marketing. As required by § 313.13 of this part, where [joint marketing] appears, the financial institution must:

(i) If it does not engage in joint marketing, state: “[name of financial institution] doesn’t jointly market”; or

(ii) If it shares personal information for joint marketing, state, as applicable: “Our joint marketing partners include [list categories of companies such as credit card companies].”

General instructions for the "Other important information" box. This box is optional. The space provided for information in this box is not limited. Only the following types of information can appear in this box.

(1) State and/or international privacy law information; and/or

(2) Acknowledgment of receipt form.

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