



Privacy Policy

Effective: June 1, 2011

At Dale Property Services Penn, LP (“DPS Penn”), your privacy is important to us and we know that you care about how your personal information is used and shared. The Privacy Policy provided to you in this notice (the “Notice”) explains how DPS Penn (including its affiliates and/or representatives), may gather and use your important and potentially sensitive personal information and how and with whom such personally identifying information may be shared.

Please read this Notice and the provisions of our policy carefully. From time to time, DPS Penn may need to change or update this policy in order to address new issues or to comply with governmental regulation. We will make notice of such changes available to you and will post the changes on the DPS Penn website found at the following URL address: www.dpspenn.com. Please review our website regularly for the latest updates to our policy.

What is Personal Information

For the purposes of this Notice, “Personal Information” means information that alone or with other information identifies an individual, including your social security number and driver’s license number.

What Personal Information does DPS Penn collect

We collect and maintain the following kinds of Personal Information from individuals with whom we interact or do business:

- Name, address, and social security; and
- Lease property address and location information.

We may also collect contract terms and other information to facilitate our ability to provide services in the oil, gas, and mineral leasing business, which may or may not include Personal Information.

How DPS Penn collects and uses your Personal Information

We collect your Personal Information when taking lease information, which we have been authorized to do on behalf of a third party (the “Third Party”). We collect your Personal Information when we take information for oil, gas, and mineral leases as well as lease purchase reports. In addition, we collect information regarding the lease location, expiration, size and other lease identifying information. Your social security number shall be used for identification and for tax reporting purposes.

All of the information collected from you will be entered into our electronic database and shall be forwarded to the Third Party and stored on the Third Party’s server. **DPS PENN IS NOT RESPONSIBLE FOR THE PROTECTION AND SECURITY OF YOUR PERSONAL INFORMATION THAT IS STORED ON THE THIRD PARTY’S SERVER OR STORED IN ANY MANNER BY THE THIRD PARTY.**

How DPS Penn protects your Personal Information

DPS Penn will strive to safeguard your Personal Information using reasonable procedures to protect against the unlawful use or disclosure of your Personal Information, and we will strive to maintain the confidentiality and security of your social security number. From time to time, we will modify our procedures as necessary in order to protect and maintain the security of your Personal Information.



Access to and disclosure of your Personal Information

The following persons and parties have access or may be provided access to some or all of the Personal Information that we collect from you:

- Authorized DPS Penn employees;
- Authorized independent contractors, consultants, and representatives who have been hired by DPS Penn to collect or enter your Personal Information;
- Authorized parties, including other third parties who provide services to DPS Penn or who collaborate with DPS Penn in the provision of services to you, including banks and other financial institutions;
- Authorized Third Party employees and representatives, including other third parties who provide services to the Third Party or who collaborate with the Third Party with respect to the Third Party's relationship with you; and
- Independent contractors authorized by DPS Penn and/or the Third Party.

In addition to the above, your Personal Information may be disclosed when, for example, it is:

- Personal Information that is already made available to the public by federal, state or local government;
- Permitted or required by applicable laws or regulatory requirements, including reporting such to the IRS;
- Part of DPS Penn's regular reporting activities to other DPS Penn affiliates or related entities;
- During an emergency situation or when necessary to protect the safety of a person or group of persons;
- To another party, in the event of a change in ownership of all or part of DPS Penn through some form of merger, purchase, sale, assignment, lease or amalgamation or other form of business combination, provided that the parties are bound by appropriate agreements or obligations that require them to use or disclose your Personal Information in a manner consistent with the use and disclosure provision of this Notice, unless you consent otherwise; and
- To any party upon your written consent.

We may use and/or disclose your Personal Information without your knowledge or consent when we are permitted or required by applicable law or regulatory requirements to do so.

Disposal of your Personal Information

Once DPS Penn enters your Personal Information into its electronic databases, handwritten copies of such Personal Information are destroyed. For Personal Information that is not to be retained by DPS Penn for any reason, DPS Penn will destroy, delete, erase, encrypt or otherwise arrange for the destruction or deletion of such from its databases, whichever is reasonable with respect to such data.

Your acceptance of these terms

By providing DPS Penn with your Personal Information, you acknowledge your understanding of this Notice and accept the terms provided herein. This Notice does not impose on DPS Penn any obligations beyond those imposed by legislation and does not create or confer on any individual or on DPS Penn any rights.

Contacting DPS Penn

If you have any questions about this DPS Penn's Privacy Policy or this Notice, or if you need to update your Personal Information, please contact us in writing at either of the following:

Email us: Clarence.williams@dpspenn.com

Write to us: DPS Penn
4 Grandview Circle
Suite 201
Canonsburg, PA 15317