



## CSC Email Encryption – General Announcement

In continued efforts to remain compliant and adhere to the *Standard for Safeguarding Customer Information* policy (“SSCI”), which was announced on November 12<sup>th</sup>, 2018, the below requirement has been added and updated in the policy thereto.

- **All email communication, internal or external, is to be sent securely using CSC’s email encryption.**

To send an email as encrypted, follow one of the steps below.

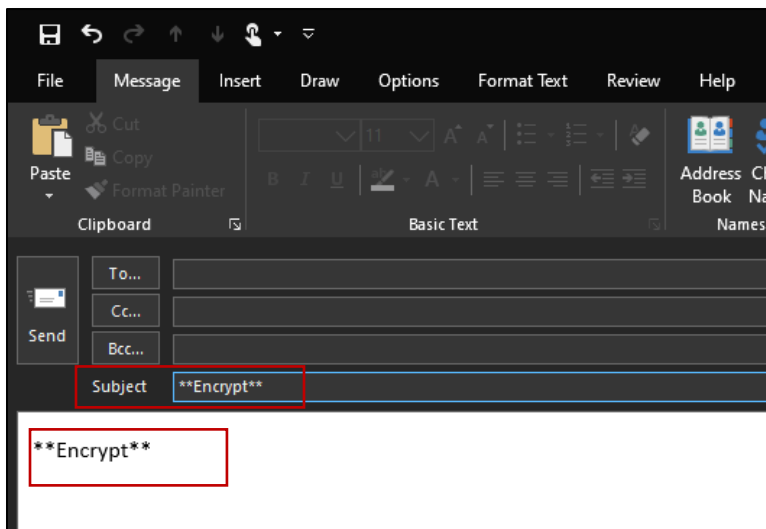
- A. Add **\*\*Encrypt\*\*** your Outlook signature, for example, at the end of the disclaimer or below your contact information.

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THIS EMAIL IS FOR THE USE OF THE INTENDED RECIPIENT(S) ONLY. IF YOU HAVE RECEIVED THIS EMAIL IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY AND THEN DELETE IT. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU MUST NOT KEEP, USE, DISCLOSE, COPY OR DISTRIBUTE THIS EMAIL WITHOUT THE AUTHOR'S PRIOR PERMISSION. WE HAVE TAKEN PRECAUTIONS TO MINIMIZE THE RISK OF TRANSMITTING SOFTWARE VIRUSES, BUT WE ADVISE YOU TO CARRY OUT YOUR OWN VIRUS CHECKS ON ANY ATTACHMENT TO THIS MESSAGE. WE CANNOT ACCEPT LIABILITY FOR ANY LOSS OR DAMAGE CAUSED BY SOFTWARE VIRUSES. THE INFORMATION CONTAINED IN THIS COMMUNICATION MAY BE CONFIDENTIAL AND MAY BE SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE. IF YOU ARE THE INTENDED RECIPIENT AND YOU DO NOT WISH TO RECEIVE SIMILAR ELECTRONIC MESSAGES FROM US IN THE FUTURE THEN PLEASE RESPOND TO THE SENDER TO THIS EFFECT. “\*\*ENCRYPT\*\*”

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T. **\*\*ENCRYPT\*\***

- B. Manually enter **\*\*Encrypt\*\*** in the subject *or* anywhere in the body of the email, as detailed below.



The recipient of the encrypted email will see the below message, indicating that the email has been sent securely and the encryption cannot be removed.

