

# **STATEMENT OF POLICY REGARDING CUSTOMER PROPRIETARY NETWORK INFORMATION**

In accordance with Section 222 of the Communications Act and the Federal Communications Commission's ("FCC") CPNI Rules (47 C.F.R. § 64.2001, et seq.), ElliCom, Inc. ("ElliCom") files this Statement of Policy outlining the Company's procedures for accessing, using and storing Customer Proprietary Network Information ("CPNI").

ElliCom provides telecommunications services to retail customers. Because ElliCom may access, use, or store CPNI when providing these types of services, the Company undertakes the steps outlined in this Statement of Policy to protect CPNI from unauthorized access or misuse.

## **Definition of CPNI**

Under federal law, CPNI is certain customer information obtained by a telecommunications provider during the course of providing telecommunications services (including interconnected VoIP) to a customer. This includes information relating to the quantity, technical configuration, type, destination, location, and amount of use of a telecommunications service subscribed to by any customer of a telecommunications carrier.

Examples of CPNI include information typically available from telephone-related details on a monthly bill such as the types of services purchased by a customer, numbers called, duration of calls, directory assistance charges, and calling patterns. CPNI does not include names, addresses, and telephone numbers, because that information is considered subscriber list information under applicable law.

## **Use of CPNI**

It is the policy of ElliCom not to use CPNI for any activity other than as permitted by applicable law. Any disclosure of CPNI to other parties (such as affiliates, vendors and agents) occurs only if it is necessary to conduct a legitimate business activity related to the services already provided by ElliCom to the customer. Except in instances where ElliCom is required by law to disclose CPNI, such as through subpoenas or other requests by law enforcement officials, or if the intended use is permitted by FCC Rules, ElliCom will first obtain the customer's consent prior to using or sharing CPNI.

## **Disclosure of CPNI**

ElliCom prohibits the release of CPNI based upon a customer-initiated telephone call except under the following three (3) circumstances.

- When the customer has pre-established a password;
- When the information requested by the customer is to be sent to the customer's address of record; or
- When ElliCom calls the customer's telephone number of record and discusses the information with the party initially identified by customer when service was initiated.

## **Online Access to CPNI**

If ElliCom grants a customer online access to CPNI, the customer is first authenticated, without the use of readily available biographical or account information. Once authenticated, the customer may only obtain online access to CPNI through a password that is not prompted by the carrier asking for readily available biographical or account information.

## **Password Authentication Procedures**

To establish a password, ElliCom authenticates the identity of the customer without the use of readily available biographical or account information. ElliCom may create a back-up customer identification method in the event a customer misplaces or forgets a password, but such alternative customer authentication will not depend on readily available

biographical or account information. If a customer cannot provide the correct password or the correct response for the back-up customer authentication method, the customer must establish a new password.

## **Account Change Notification**

ElliCom notifies customers immediately of any account changes, including address of record, authentication, online account and password related changes.

## **Disclosure to Business Customers**

ElliCom may negotiate alternative authentication procedures for services that ElliCom provides to business customers that have a dedicated account representative and a contract that specifically addresses the protection of CPNI.

## **Employee Training Policies and Disciplinary Procedures**

All employees of ElliCom are trained as to when they are, and are not, authorized to use CPNI. Through this training, ElliCom has informed its employees and agents that it considers compliance with the Communications Act and FCC Rules regarding the use, disclosure, and access to CPNI to be very important.

Violation by company employees or agents of such CPNI requirements will lead to disciplinary action (including remedial training, reprimands, unfavorable performance reviews, probation, and termination), depending upon the circumstances of the violation (including the severity of the violation, whether the violation was a first time or repeat violation, whether appropriate guidance was sought or received from a supervisor, and the extent to which the violation was or was not deliberate or malicious).

## **Use of CPNI in Sales and Marketing Campaigns**

If ElliCom uses CPNI in marketing campaigns, the company will maintain a record of all sales and marketing campaigns that use the CPNI. The record will include a description of each campaign, the specific CPNI that was used in the campaign, and what products and services were offered as part of the campaign.

ElliCom will also implement a system to obtain prior approval and informed consent from its customers in accordance with the CPNI Rules. This system will allow for the status of a customer's CPNI approval to be clearly established prior to the use of CPNI.

Prior to commencement of a sales or marketing campaign that utilizes CPNI, ElliCom will establish the status of a customer's CPNI approval. The following sets forth the procedure that will be followed by the Company:

- Prior to any solicitation for customer approval, ElliCom will notify customers of their right to restrict the use of, disclosure of, and access to their CPNI.
- ElliCom will use opt-in approval for any instance in which ElliCom must obtain customer approval prior to using, disclosing or permitting access to CPNI.
- A customer's approval or disapproval remains in effect until the customer revokes or limits such approval or disapproval.
- Records of approvals are maintained for at least one year.
- ElliCom provides individual notice to customers when soliciting approval to use, disclose or permit access to CPNI.
- The CPNI notices sent by ElliCom comply with FCC Rule 64.2008(c).

ElliCom will also establish a supervisory review process regarding compliance with the CPNI rules for outbound marketing situations and will maintain compliance records for at least one (1) year.

## **FCC Notification**

ElliCom is prepared to provide written notice within five (5) business days to the FCC of any instance where the opt-in mechanisms do not work properly or to such a degree that consumers' inability to opt-in is more than an anomaly.

## **Third Party Use of CPNI**

To safeguard CPNI, prior to allowing joint venturers or independent contractors access to customers' individually identifiable CPNI, ElliCom will require all such third parties to enter into a confidentiality agreement that ensures compliance with this Statement of Policy. ElliCom shall also obtain opt-in consent from a customer prior to disclosing the information to such third parties for marketing purposes. In addition, ElliCom requires all outside agents to acknowledge and certify that they may only use CPNI for the purpose for which that information has been provided.

ElliCom requires express written authorization from the customer prior to dispensing CPNI to new carriers, except as otherwise required by law.

ElliCom does not market or sell CPNI information to any third party.

## **Law Enforcement Notification of Unauthorized Disclosure**

If an unauthorized disclosure of CPNI occurs, ElliCom shall provide notification of the breach within seven (7) days to the United States Secret Service ("USSS") and the Federal Bureau of Investigation ("FBI").

ElliCom shall wait an additional seven (7) days from its government notice prior to notifying the affected customers of the breach.

Notwithstanding the above, ElliCom shall not wait the additional seven (7) days to notify its customers if ElliCom determines there is an immediate risk of irreparable harm to the customers.

ElliCom shall maintain records of discovered breaches for a period of at least two (2) years.

## **Customer Complaints**

ElliCom has not received any customer complaints in the past year concerning the unauthorized release of or access to CPNI.

## **Contact Information**

Individuals or entities that have questions about this CPNI Certification or the use of CPNI by ElliCom may contact the company's legal counsel, K.C. Halm at Davis Wright Tremaine LLP (202) 973-4287.

## **Actions taken against Pretexters**

ElliCom has not taken any actions against data brokers before state commissions, state or federal courts, or the FCC in the past year. ElliCom has no information, other than information that has been publicly reported, regarding the processes that pretexters are using to attempt to access CPNI.

## **Annual CPNI Certification**

Pursuant to FCC regulations, 47 C.F.R. § 64.20089(e), ElliCom will annually submit to the FCC, prior to March 1st, a CPNI Certification of Compliance and accompanying Statement regarding the company's CPNI policies and operating procedures. These documents certify that ElliCom complied with federal laws and FCC regulations regarding the protection of CPNI throughout the prior calendar year.

**ElliCom, Inc.**

**Annual CPNI Certification  
47 C.F.R. § 64.2009(e)  
EB Docket No. 06-36**

COMPANY NAME: ElliCom, Inc.

REPORTING PERIOD: January 1, 2018 - December 31, 2018

FILER ID: 832618

OFFICER: Stephen Roderick

TITLE: President

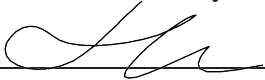
I, Stephen Roderick, certify that I am an officer of the company named above, and acting as an agent of the company, that I have personal knowledge that the company has established operating procedures that are adequate to ensure compliance with the Commission's CPNI rules. See 47 CFR § 64.2001 et seq.

Attached to this certification is an accompanying statement explaining how the company's procedures ensure that the company is in compliance with the requirements (including those mandating the adoption of CPNI procedures, training, safeguards, recordkeeping, and supervisory review) set forth in section 64.2001 et seq. of the Commission's rules.

The company has not taken actions (i.e., proceedings instituted or petitions filed by a company at either state commissions, the court system, or at the Commission against data brokers) against data brokers in the past year.

The company has not received customer complaints in the past year concerning the unauthorized release of CPNI.

The company represents and warrants that the above certification is consistent with 47 CFR § 1.17, which requires truthful and accurate statements to the Commission. The company also acknowledges that false statements and misrepresentations to the Commission are punishable under Title 18 of the U.S. Code and may subject it to enforcement action.

  
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Signed

\_\_\_\_\_  
President  
Title

On behalf of ElliCom, Inc.

Date: January 24, 2019