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## Client Privacy Policy Notice

Attorneys who provide legal services involving financial matters of clients are now required by federal law to inform their clients of their policies regarding the privacy of client information. The purpose of this notice is to explain what we will be doing with the personal and financial information that you provide to us, and the ways that we will protect your privacy. Although you are protected by attorney-client privilege and it has always been our policy to fiercely guard your privacy, this notice is a necessary formality in order to comply with federal law.

### Types of Nonpublic Personal Information We Collect

We collect nonpublic personal information about you that is provided to us by you or obtained by us in the course of providing you with legal services that you have requested. This information, in some cases, includes information about your personal finances and property.

### Disclosure of Information

We disclose nonpublic personal information about you to individuals or entities necessary in order to provide you with the legal services that you have requested. For instance, our staff may have access to your nonpublic personal information in order for us to efficiently provide you with the legal services that you have requested. In some situations we may provide information to another organization only with your permission (such as your accountant, your realtor, or insurance company) in order to obtain information or assist in providing the legal services you have requested.

We do not disclose any nonpublic personal information about you to anyone, except as is necessary to provide you with the legal services that you have requested.

### You Have The Right to Prohibit Disclosure

While we do not disclose your information without your consent, if for any reason you want to reiterate that you do not want us to provide nonpublic personal information about you to other parties in the course of providing you with legal services, you may direct us not to make those disclosures. If you wish to direct us not to disclose information, please call Mark T. Jessee @ (805) 497-5868.

### Your Privacy is Important to Us

We retain records and files relating to the professional services you have asked us to provide. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with the Code of Professional Responsibility that governs our profession. These documents are typically shredded four (4) years after the completion of our representation of you. Please call if you have any questions.