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### **PRIVACY POLICY NOTICE**

Attorneys who provide legal services involving their clients' financial matters are now required by federal law to inform those 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 financial information that you provide to us and how we will protect your privacy.

Oregon attorneys are bound by the Oregon Code of Professional Responsibility. This Code of Professional Responsibility governs our conduct and requires us to protect your confidentiality. These professional standards are even more stringent than those now required by federal law. Therefore, we have always protected your right to privacy and will continue to do so. Federal law now also requires that we let you know how we are protecting your privacy.

#### **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 order to provide you with the legal services you have requested. In some cases, this information includes details about your personal finances and property.

#### **DISCLOSURE OF INFORMATION**

We only disclose nonpublic personal information about you to individuals or entities when it is 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 you have requested. In some situations we may provide information to another organization (such as your accountant, 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 in order to provide you with the legal services that you have requested. The only disclosures we make are those that are permitted by law and by the Oregon Code of Professional Responsibility.

### **YOU HAVE THE RIGHT TO PROHIBIT DISCLOSURE**

If for any reason you do not want us to provide nonpublic personal information about you to others 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 write or e-mail me at the above address.

### **YOUR PRIVACY IS IMPORTANT TO US**

We retain records and copies of files relating to the professional services you have asked us to provide for up to 10 years. You should always have your originals. After 10 years we reserve the right to shred your legal file. Please call us with any questions you have about protecting your privacy.