

# LAW OFFICE OF ELIZABETH L. McMAHON, LLC

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## **PRIVACY PROTECTION POLICY**

Our law firm understands your concerns for privacy and the need to ensure the privacy of all your information. Your privacy is important to us and maintaining your trust and confidence is a high priority. Lawyers have been and continue to be bound by professional standards of confidentiality. The purpose of this notice is to explain our Privacy Policy with regard to personal information about you that we obtain and how we keep that information secure.

### **NONPUBLIC PERSONAL INFORMATION WE COLLECT**

The Law Office of Elizabeth L. McMahon, LLC collects nonpublic personal information about you that is provided to us by you, your attorney or your former spouse, or obtained by us with your authorization or consent.

We do not disclose any nonpublic personal information from our files, except as expressly or impliedly authorized by our clients to enable us to effectuate the purpose of our representation or as required or permitted by law or applicable provisions of codes of professional responsibility or ethical rules governing our conduct as lawyers. Our policy specifically means that we protect the confidentiality of our clients' Social Security numbers, prohibit unlawful disclosure of our clients' Social Security numbers and limit access to our clients' Social Security numbers in the same manner as we do all other nonpublic personal information. We safeguard the data, computer files and documents containing your personal information and destroy, erase or make unreadable such data, computer files and documents prior to disposal.

### **CONFIDENTIALITY AND SECURITY**

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with professional guidelines or requirements of law. In order to guard your nonpublic personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.