

# LAW OFFICE OF STEPHEN S. BIRD, LLC

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### Privacy Policy

#### **Your Privacy Rights**

Law Office of Stephen S. Bird, LLC (“we” or “us”) is responsible for the personal information we collect and hold. To ensure this accountability, we have developed this policy, and trained our lawyers and support staff about our policies and practices. We value our clients’ privacy.

We have summarized what information we might collect from a client or other visitor (“you”), and what we will and will not do with it. Please note that this privacy policy does not govern the collection and use of information by companies that Law Office of Stephen S. Bird, LLC does not control, nor by individuals not employed or managed by Law Office of Stephen S. Bird, LLC. If you visit a Web site that we mention or link to, be sure to review its privacy policy before providing the site with information. It does not govern the manner in which we may use information we obtain from other sources, public records, and other entities.

#### **What is Nonpublic Personal Information?**

Nonpublic Personal Information is information about you which is not otherwise available to the general public that we receive from you on data sheets, forms, and in other forms of communication (fax, email, telephone, and any other means); information regarding your transactions with us, our affiliated companies, or others; and information we receive from lenders or other consumer reporting agencies.

#### **How we use that information**

We request information from you in order to provide the services you have hired us to perform and not for the benefit of any nonaffiliated party. Therefore, we will not release your information to nonaffiliated parties except: (1) as necessary for us to provide the product or service you have requested of us; or (2) as permitted by law. We may store such information after your client relationship has ended. Such information may be used for any internal purpose, such as quality control efforts or customer analysis. We will not provide all of the types of nonpublic personal

information to affiliated companies such as financial service providers, title insurers, property and casualty insurers, and trust and investment advisory companies, or companies involved in real estate services, such as appraisal companies, home warranty companies and escrow companies. Furthermore, we may also provide all the information we collect, as described above, to companies that perform marketing services on our behalf, on behalf of our affiliated companies or to other financial institutions with whom we or our affiliated companies have joint marketing agreements.

### **Security and Confidentiality**

At Law Office of Stephen S. Bird, LLC, we restrict access to your nonpublic information to those individuals and entities that need that information in order to provide products and services to you. We take all reasonable precautions to ensure that your personal information is kept safe from loss, unauthorized access, modification or disclosure. Among the steps taken to protect your information are: secured delivery methods for transmitting information; premises security; restricted file access to personal information; utilizing technological safeguards like security software and firewalls to prevent hacking or unauthorized computer access; and internal password and security policies.

### **Changes to this privacy policy**

We reserve the right to change this privacy policy as we deem necessary or appropriate because of legal compliance requirements or changes in our business practices. We will post on our website any change to how we will use personally identifiable information. If you have limited access or no internet access, you may notify us by telephone and we will mail you the changes.

### **Questions or comments?**

If you have questions or comments about Law Office of Stephen S. Bird, LLC's privacy policy, send an email to [kcimino@sbirdlaw.com](mailto:kcimino@sbirdlaw.com) or contact us via any of the ways described in the About Us section of our website ([www.lawofficeofstephensbird.com](http://www.lawofficeofstephensbird.com)).