

## Jeck, Harris, Raynor & Jones, P.A. Privacy Policy

We know that the privacy of confidential information that we receive about or in connection with our representation of our clients is important to them. We understand we are trusted to protect the confidentiality and security of that information. Confidential information that we obtain in connection with our representation of our clients or those with a relationship with our clients, or in connection with acting as a title insurance agent, is used only to provide the legal and related services requested by our clients or as is necessary given the nature of the matter involved. Although new state and federal laws are designed to protect the privacy of such information, as attorneys, we are bound by professional standards of confidentiality that generally are more stringent than those required by the laws. This notice contains our privacy policy and describes how we treat the confidential information that we receive.

### **Information We May Obtain About Our Clients**

We may obtain confidential information only in connection with circumstances described above. The types of confidential information that we obtain vary according to the services that we perform and may include:

- Nonpublic, personal and sometimes even some public information obtained in the course of our representation.
- Information about clients or about persons with relationships with our clients (such as names, addresses, income, assets, social security information, and other financial or household information);
- Information about a client's relationship with the firm and past history with us and others (such as the types of legal services provided to a client, invoice balances and payment history); and
- Information that we receive, with authorization, from third parties such as accountants, financial advisors, insurance agents, banking institutions and others.

### **How We Handle Confidential Information**

We do not disclose any confidential information about clients, or those with a relationship of some kind with our clients or in connection with acting as a title insurance agent, to anyone outside of our firm, except as authorized by the client or by law or as is necessary given the nature of the matter involved. For example, with a client's consent, we may disclose certain information to a lender or third-party contractor, such as an appraiser or accountant, who is assisting us in providing services to the client. We do not sell such information to anyone or disclose such information to marketing companies. While federal laws and regulations establish rules and disclosure requirements, they do not limit the attorney-client privilege or the confidentiality rules for information provided to attorneys. The privilege and confidentiality rules are governed by Florida law, the rules imposed on attorneys under Florida law, and our ethics standards. In circumstances where applicable federal laws would permit disclosure, we will continue to follow the stricter non-disclosure rules of attorney-client privilege and client confidentiality.

### **How We Protect Your Information**

We restrict access to confidential information about clients, or those with a relationship of some kind with our clients or in connection with acting as a title insurance agent, to those attorneys and staff members in our firm who need to know the information to provide the requested services. All of our attorneys and employees are required to maintain the confidentiality of all confidential information about clients, or those with a relationship of some kind with our clients or in connection with acting as a title insurance agent. We maintain physical, electronic, and procedural safeguards that comply with both federal law and our more stringent professional standards to protect confidential information.

For any questions or additional information about our privacy policy, please call any of the firm's partners.