

Privacy Policy of Stiles & Associates, LLC

Stiles & Associates, LLC knows that the privacy of the personal information that we receive about you is important to you. The information that we collect about you is used only to provide the legal and related services that you request from us. In accordance with regulations promulgated by the Federal Trade Commission, this notice informs you of our privacy policy and describes how we treat the information that we receive about you.

Information We May Collect From You

Stiles & Associates, LLC collects nonpublic personal information about you only in connection with providing you with the legal or related services that you request. The types of nonpublic personal information that we collect vary according to the services we perform for you, and may include:

- ☒ Information that we receive from you (including, without limitation, your name, address, telephone number, social security number, income, assets, liabilities and other financial or household information);
- ☒ Information about your relationship and transactions with us, our affiliates or others (such as the types of services we provide to you, your invoice balances, and your payment history);
- ☒ Information that we receive, with your authorization, from third parties such as your lender(s), attorney(s), real estate brokers(s), accountant(s), financial advisor(s), insurance agent(s), banking institution(s), and others; and
- ☒ Information from public records.

How We Handle Your Information

Stiles & Associates, LLC does not disclose any public or nonpublic personal information about you that you have provided to us to anyone outside of our firm, except as authorized by you or as required or permitted by law. For example, with your consent, we may disclose personal information to a third-party contractor, such as an appraiser or accountant, who is assisting us in providing services to you. In addition, we will release information to the extent required by law or regulation. We do not sell client information to anyone or disclose client information to marketing companies.

How We Protect Your Information

We restrict access to public and nonpublic personal information about you that you have provided to us to those **Stiles & Associates, LLC** attorneys and staff members who need to know the information to provide legal or other services to you. All **Stiles & Associates, LLC** attorneys and employees are required to maintain the confidentiality of all nonpublic personal information about you. We maintain physical, electronic, and procedural safeguards that comply with both federal and state law to protect the public and nonpublic personal information that you have provided to us.