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Confidentiality Statement

Law Office of Kathryn M. Wayne-Spindler, P.C., and its attorneys as individuals know that the privacy of the personal information that we receive about you is important to you. We understand that you trust us to protect the confidentiality and security of that information. The information that we collect about you is used only to provide the legal and related services that you request from us. Although there is a new federal law designed to protect the privacy of nonpublic personal information about consumers, as attorneys, we have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by this new law. This notice informs you of our privacy policy and describes how we treat the information that we receive about you.

Information We May Collect About You

We collect nonpublic information about you only in connection with providing you with the services that you request. The types of nonpublic personal information that we collect vary according to the services that we perform for you, and may include:

- Information that we receive from you (such as your name, address, income, assets, social security information and other financial or household information);
- Information about your relationship and past history with us and others (such as the types of legal services we provide to you, your invoice balances and payment history); and
- Information that we receive, with your authorization, from third parties such as accountants, financial advisors, insurance agents, banking institutions and others.

How We Handle Your Information

We do 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 required by law. For example, with your request or consent, we may disclose personal information to a third-party contractor, such as an appraiser or financial planner 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 attorneys and staff members in our firm who need to know the information to provide services to you. All of our attorneys and employees are required to maintain the confidentiality of all nonpublic personal information about you. We maintain physical and procedural safeguards that comply with both federal law and our more stringent professional standards to protect the public and nonpublic personal information that you have provided to us.

While the 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 state law, the rules imposed on attorneys under state law, and our ethics standards. In circumstances where applicable federal laws might allow disclosure, we will continue to follow the stricter non-disclosure rules of attorney-client privilege and client confidentiality.

Waivers of Confidentiality

If concerns develop regarding your capacity, we will continue to represent you and to protect your interests to the extent consistent with our standards of practice and ethical responsibilities. Unless you direct us otherwise in writing, you are authorizing us in such representation (1) to communicate with your family, your physicians, and your other advisors and to disclose to them such pertinent confidential information as we may determine to be reasonably appropriate under the circumstances, and (2) to represent one or more members of your family or other advisors acting in a fiduciary or like capacity for you or your property (excluding, however any proceeding involving determination of your capacity).