

## **CLIENT INFORMATION PRIVACY PROTECTION POLICY**

Our law firm understands your concerns as a client 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 policy on client information privacy protection (or "CIPP") as required by Public Act 08-167 of the Connecticut General Statutes with regard to personal information about you that we collect and how we keep that information secure.

We collect nonpublic personal information about you that is provided to us by you or obtained by us with your authorization or consent. We do not disclose any nonpublic personal information about you to anyone for any purpose that is not specifically authorized by you or permitted or required by law and any applicable State Ethics rules.

We make reasonable efforts to restrict access to nonpublic personal information about you to those employees of our law firm who need to know that information in order to provide products or services to you. We make reasonable efforts to train those employees to protect the privacy of our clients.

It is the policy of this firm to:

- Protect the confidentiality of Social Security numbers and nonpublic personal information;
- Prohibit the unlawful disclosure of Social Security numbers and nonpublic personal information; and,
- Limit access to Social Security numbers and nonpublic personal information.

We maintain physical, electronic and procedural safeguards that comply with federal and state law to guard your nonpublic personal information.

If a question arises regarding access to your personal information held by Dzialo, Pickett & Allen, P.C., or there is a concern about the manner in which Dzialo, Pickett & Allen, P.C. collects, uses, retains and discloses your personal information as a client of Dzialo, Pickett & Allen, P.C., please contact:

Firm Administrator  
Dzialo, Pickett & Allen, P.C.  
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Middletown, Connecticut 06457  
(860) 316-2741