

# GOOSMANN ROSE COLVARD & CRAMER, P.A.

## ATTORNEYS AT LAW

### **Privacy Policy Notice pursuant to Title V of the Gramm-Leach-Bliley Act (GLBA)**

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing nonpublic personal information about you with any nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to which it may be disclosed. In compliance with the GLBA, we are providing you with this document, which notifies you of the privacy policies and practices of Goosmann Rose, P.A.

We may collect nonpublic personal information about you from several sources; including but not limited to the following sources:

- Information we receive from you such as on applications or other forms;
- Information about your transactions we secure from our files, or from others;
- Information we receive from a consumer reporting agency;
- Information that we receive from others involved in your transaction, such as the real estate agent or lender; and
- Information that we receive from public records.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional nonpublic information will be collected about you.

We may disclose any of the above information that we collect about our clients or former clients to our affiliates or to nonaffiliated third parties as permitted by law.

**WE DO NOT DISCLOSE ANY NONPUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.**

We restrict access to nonpublic personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

### **Notice of File Retention and Destruction**

At the conclusion of representation, our files are scanned and maintained in electronic format. After thorough review and with consent of an attorney, the physical file may be destroyed, except for items of intrinsic value or personal property of a client. For purposes of destruction, we consider all file items to be confidential materials and handle the file destruction accordingly. We maintain and store physical files for a minimum period of seven (7) years from the conclusion of the representation. Because clients are provided copies of pertinent information and work product upon completion of the representation, a reasonable fee may be charged for requests for reproduction or duplication copies of file materials.