

## PRIVACY PROTECTION POLICY

In accordance with Connecticut Public Act No. 08-167 - An Act Concerning the Confidentiality of Social Security Numbers - please be advised that Filardi Law Offices LLC ("Firm") shall adhere to the following policies and procedures to safeguard a client's personal information:

1. The Firm shall safeguard data, computer files and documents containing a client's personal information from misuse by third parties. Please note "personal information" means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security Number, a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number, and does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.
2. The Firm shall destroy, erase or make unreadable such data, computer files and documents prior to disposal.
3. The Firm shall (1) protect the confidentiality of Social Security numbers, (2) prohibit the unlawful disclosure of Social Security numbers, and (3) limit access to Social Security numbers.

Effective October 1, 2008