



*Naples & Mailing*  
5470 Bryson Court, Suite 103  
Naples, FL 34109

*Telephone 239-642-1485*  
*Facsimile 239-642-1487*  
*Email office@patrickneale.com*  
*Web www.patrickneale.com*

### **PATRICK NEALE & ASSOCIATES ATTORNEY-CLIENT PRIVACY POLICY**

1. Patrick Neale & Associates maintains a privacy policy as to social security numbers and other private and protected information as defined by law.
2. Social security numbers and driver's license numbers are only used as needed, and as may be defined by law.
3. Social security numbers, driver's license numbers and other unique identifying numbers used to identify CLIENTS and/or parties are only used in conjunction with service of Court documents, for certain Court Orders and in certain required reports filed within the State of Florida. Other required purposes for use are defined by applicable State and Federal law.
4. All private numbers described in this policy, including but not limited to: accounts, social security numbers, driver's license numbers, health data, and other identifying data protected by law received from the CLIENT are, and remain in the strictest confidence, and under no circumstances is this information released from the possession of Patrick Neale & Associates unless authorized by the undersigned CLIENT or required by Court Order or other applicable law.
5. Patrick Neale & Associates and its employees may have access to the information described in this Policy. Under no circumstances shall Patrick Neale and Associates and its employees release this information without ATTORNEY authorization.
6. Patrick Neale & Associates, takes affirmative steps to protect your privacy. Under no circumstances is secure and confidential information removed from physical files or from storage in computer files unless information is needed. CLIENT information will eventually be shredded or securely deleted as per Patrick Neale & Associates file disposition policies.
7. It is recommended that CLIENT transmits confidential information to ATTORNEY in a secure manner. If the subject matter of an e-mail transmission to ATTORNEY from CLIENT occurs, Patrick Neale & Associates recommends that CLIENT utilize secure means of sending this information to ATTORNEY. This includes, but is not limited to, utilizing encryption for e-mails that contain personal, confidential and/or other protected information. As an alternative, Patrick Neale & Associates can provide CLIENT with access to our secure portal for confidential communications and document sharing.