

**PRIVACY AND SECURITY POLICY FOR  
HANDLING OF CONFIDENTIAL INFORMATION  
CONFIDENTIAL INFORMATION**

It is the policy of this law firm to respect and protect the privacy rights of its clients, employees and third parties. All information (either hard copy, electronic, or verbal) associated with medical records, human resources, performance improvement, quality/risk management, research, financial, or organizational of any kind is considered confidential, whether it be for this law firm or other parties. In addition, any information about the firm's business, clients, families, employees, or third parties that is disclosed or becomes known in the course of an attorney's or staff employee's duties must be kept confidential, except when required for disclosure in the course of legal services performed for clients. It is the expectation of this law firm that all parties, including, but not limited to staff, attorneys, volunteers, interns, and third parties thoroughly understand that violation of any aspect of this policy will result in corrective action. The law firm places significant trust in all who have access to sensitive information and with that trust comes a high level of responsibility. Any breach of the following confidentiality, privacy, and security policies listed below is considered extremely serious and may result in adverse employment action.