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Privacy Policy & Information Security

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any institution, directly or through its affiliates, from sharing nonpublic personal information about you with a 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 whom 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.

We may collect nonpublic personal information about you from the following sources:

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

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

We may disclose any of the above information that we collect about our customers or former customers to our affiliates for purposes of advancing the transaction in which our firm represents your interest.

We do not disclose any personal information about you with anyone for any purpose that is not specifically permitted by law.

Our office maintains any and all information collected from customers in a locked file cabinet and in a separate and secured filing room. The information collected is only shared with employees who need to know in order to provide our services. We maintain physical, electronic, and procedural safeguards that comply with state and federal regulations to guard your non-public personal information.