

**PRIVACY POLICY OF THE ELDER LAW PRACTICE OF
DAVID L. MCGUFFEY, LLC**

This document spells out our privacy policy. Lawyers are bound by Ethics Rules of the State Bar in which they are admitted. Our law firm understands your concerns as a client regarding privacy and the need to ensure the privacy of all your information. Your privacy is important to us and maintaining your trust and confidence as a high priority. The purpose of this notice is to explain our Privacy Policy with regard to personal information about you that we obtain and how we keep that information secure.

NON-PUBLIC PERSONAL INFORMATION WE COLLECT

We collect non-public personal information about you, that you provided to us, or obtained by us with your authorization or consent.

WE DO NOT DISCLOSE ANY PERSONAL INFORMATION ABOUT OUR CLIENTS OR FORMER CLIENTS TO ANYONE, EXCEPT AS PERMITTED BY LAW AND ANY APPLICABLE STATE OF GEORGIA AND/OR TENNESSEE ETHICS RULES.

We do not disclose any non-public personal information about current or former clients obtained in the course of representation of those clients, except as expressly or impliedly authorized by those clients (usually to family caregivers) to enable us to effectuate the purpose of our representation or as required or permitted by law or applicable provisions of codes of professional responsibility or ethical rules governing our conduct as lawyers.

If you authorize us to disclose your information to family members, medical providers or others, we will do so with your permission for the purpose of helping you get better care. We will not disclose any information you tell us to keep private.

CONFIDENTIALITY AND SECURITY

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with professional guidelines or requirements of law. In order to guard your non-public personal information, we maintain safeguards that comply with our professional standards.

We do not have a vault or any other fireproof containers. Your records are in our file cabinets, but because we cannot guarantee that records would not be destroyed in the event of a fire, we do not retain original documents.