

**FORM 1: Privacy Policy**

*Ed. note: Most states do or will have a requirement that holders of private, sensitive, or protected information (as defined by law) have in place a privacy policy. The following simple form may be considered or adapted for that purpose.*

**ATTORNEY PRIVACY POLICY**

1. This law firm maintains a privacy policy as to social security numbers and other private information as defined by law.
2. Social security numbers and driver's license numbers are only used as needed and as required by law.
3. These private numbers are used to identify parties, whether for initial service of court documents, for certain court orders, in required reports filed with the state of Texas, or for other required purposes.
4. All private numbers, including but not limited to accounts, health data, and other identifying data protected by law received from a client, are, and remain, confidential, and are not released from the firm unless authorized by the client or required by law.
5. The employees of the firm have access to this personal information but shall not release it without attorney authorization.
6. Every step is taken to protect your privacy. Your information is kept secure within the firm in file folders, file drawers, and computers, until such time that the file information is retired and the file removed to storage in computer files or a locked storage facility. Client information will eventually be shredded or securely deleted per the firm's file disposition policies.