



Privacy Policy

Cohen and Wolf is committed to respecting and safeguarding the personal information that has been placed in our trust so that it is not improperly disclosed to or misused by third parties. This means properly caring for all personal information - that of our clients as well as that of other persons - throughout its lifecycle. All employees of Cohen and Wolf are required to ensure that the personal information we receive is kept secure while it is in our possession and also whenever it is designated for disposal.

"Personal information" includes, but is not limited to, Social Security numbers, driver's license numbers, state identification card numbers, bank account numbers, credit card numbers, debit card numbers, passport numbers, alien registration numbers, and health insurance identification numbers. Personal information does not include information that is made publicly available from federal, state, or local government records or widely distributed media.

Cohen and Wolf will not disclose personal information except where authorized by consent or where required or permitted by applicable law or provisions of the Rules of Professional Conduct governing the ethics of lawyers. In particular, the confidentiality of Social Security numbers is required to be maintained at all times; any unlawful disclosure of Social Security numbers is expressly prohibited; and access to Social Security numbers is limited to those employees and others associated with the Firm whose duties require such access.

All employees of Cohen and Wolf who receive personal information of clients, employees, or other persons are required to ensure that the personal information the Firm obtains, receives, creates, processes, stores, or discards is kept secure. Any papers containing personal information that are to be disposed of are required to be either shredded at the Firm prior to disposal or placed for disposal in designated locked receptacles within the Firm for confidential paper shredding. Access at the Firm to electronic data and computer files containing personal information is also kept secure, and data storage devices or media used at the Firm are required to be rendered unreadable prior to any disposal to prevent any improper recovery and misuse of personal information by unauthorized third parties.