

Muncie & Mattson P.C.
987 Drew Lane
Auburn, AL 36830
334.821.7301
www.auburnfirm.com

PRIVACY POLICY

Muncie & Mattson, P.C. is committed to protecting your privacy and any personally identifiable data (“Nonpublic Personal Information”, or “NPI”) that we may receive. We have taken the great steps to ensure that all NPI is safeguarded and only used for the specific purposes for which it has been provided. This Privacy Policy is meant to assist you in understanding how we may collect, use, and safeguard NPI we receive from you; to assist you in making informed decisions when using our site and services; and governs the use of the information that you may provide to us. It does not govern the manner in which we may use information that we have obtained from other sources, be it public or private.

We may receive NPI via various communications and methods. Typically, the NPI that we may receive is information provided by you on a form or application; and information about a your transactions with us, our affiliated companies, or others, including your authorized representatives, real estate agents and brokers, lenders, appraisers, accountants, and other professionals. This may include first name or first initial and last name coupled with any of the following: Social Security Number; driver’s license number; state-issued ID number; credit card number; debit card number; other financial account numbers; and asset, liability and income information.

When you visit our website, you may provide us with personal information you knowingly choose to disclose that is collected on an individual basis, such as name, mailing address, email address, and home and business phone number. If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same protections for these electronic communications that we employ in the maintenance of information received by mail and telephone.

Any information requested from you by us is done for your own legitimate business or personal purposes and not for the benefit of any nonaffiliated party. As such, we do not release any NPI to nonaffiliated parties except as may be necessary for us to provide the product or service that you have requested of us or from others. We may store such information indefinitely; and it may be used for internal purposes, such as quality control efforts or customer analysis.

We may provide NPI to one or more affiliated companies, service providers, or third parties in connection with your specific legitimate business or personal purposes. Such affiliated companies include financial service providers, such as title insurers, property and casualty insurers, or companies involved in real estate services such as appraisal companies, lenders, home warranty companies, and title examiners. We may also provide any information you provide to us in response to a subpoena, to government agency, to prevent fraud or criminal conduct, or as otherwise may be required by law. We may also be required to record documents related to your transaction that may contain NPI.

We use our best efforts to ensure that no unauthorized parties have access to your NPI, and that any of our service providers are properly protecting the privacy and security of your information. We restrict access to your NPI to parties that need to know that information to be able to provide products and services to you.

We use our best efforts to train and oversee our employees, agents, and contractors to ensure that your NPI is handled responsibly and in accordance with this Privacy Policy. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your NPI. Our corporate values, ethical standards, policies and practices are committed to the protection of NPI. In general, our business practices limit employee access to NPI, and limit the use and disclosure of such information to authorized persons, processes and transactions. We utilize encryption/security software to safeguard the confidentiality of NPI we collect from unauthorized access or disclosure and accidental loss, alteration or destruction. Periodically, our operations and business practices are reviewed for compliance with corporate policies and procedures governing the security, confidentiality and quality of our information.

We recognize a special obligation to protect personal information obtained from young children. Our website is designed and intended for adults and is not of likely interest to children. We urge parents to instruct their children to never give out their real names, addresses, or phone numbers without their permission when online.

By submitting your NPI to Muncie & Mattson, P.C., you consent to the collection and use of the same by us as specified herein, or as we otherwise see fit, in compliance with this Privacy Policy, unless you inform us otherwise. If this Privacy Policy changes, we will update our website with any changes. Anytime that you submit NPI to us after any change or amendment to this Privacy Policy will signify your consent to and acceptance of the revised terms for all previously collected information and information that may be collected from you in the future. We may use any comments, information or feedback that you may submit in any manner that we choose without notice or compensation to you.