



## PRIVACY POLICY

We may collect certain personal information, including Social Security numbers, in the course of our business. We will take what we believe to be reasonable steps to protect the confidentiality of the Social Security numbers we collect. How do we protect the confidentiality of Social Security numbers?

We protect the confidentiality of the Social Security numbers we collect in the course of business by maintaining what we believe to be reasonable physical, electronic and procedural safeguards to protect their confidentiality, including steps to:

- Limit access to the Social Security numbers we collect to appropriate persons
- Prohibit unlawful disclosure of the Social Security numbers we collect
- Review these safeguards periodically
- Train our employees in the proper handling and destruction of Social Security numbers

If you have questions about either the Social Security Privacy Policy or our website Privacy Policy, or how we use the personal information you submit on our website; or if you wish that we modify or delete your personal information that we have collected, you can contact us at [help.is@filomeno.com](mailto:help.is@filomeno.com) or by phone at 860-561-0020.



## WEBSITE PRIVACY POLICY

This Privacy Policy describes Filomeno & Company's ("Filomeno & Company, P.C.", "us," "our", or "we") agreement with you regarding how we will handle certain information on our website at <http://www.filomeno.com> (the "Website"). This Privacy Policy does not address information obtained from other resources such as seminars or from an attorney's personal contact. By accessing our Website and/or providing information to us on our Website, you consent to the collection, use and disclosure of certain information in accordance with this Privacy Policy.

Information Collected on Our Website: If you merely download material or browse through our Website, our servers automatically collect certain information from you which may include: (a) the name of the domain and host from which you access the Internet; (b) the browser software you use and your operating system; and (c) the Internet address of the website from which you linked to our Website. The information we automatically collect may be used to improve our Website to make it as useful as possible for our visitors; however, such information will not be tied to the personal information you choose to provide to us. We do collect and keep personal information about you when you choose to voluntarily submit such information. For example, if you choose to fill out one of the registration forms on our Website to register to receive information or to attend a seminar, we retain the information submitted to enroll you in the seminar or to provide you with the requested information. After we have taken the appropriate action in response to your submittal, we retain the information you submit for our records. Please note that if we decide to change the manner in which we use or retain personal information, we may update this Privacy Policy.

Disclosure of Personal Information to Third Parties: We restrict access to non-public personal information submitted by you on the Website to those employees who need to know the information to provide certain services to you. Filomeno & Company, P.C. does not sell or rent the personal information you choose to provide to us to any third party. Also, we will not disclose the personal information you provide to us to any third party without your consent, except (a) as required by law; (b) to our independent contractor(s) who host, maintain or service our Website, and (c) to service providers where the disclosure will enable that party to perform business, professional or technical support for us.

Receiving Promotional Materials: We may send you promotional information or materials such as newsletters or notices of seminars by e-mail or postal mail to the addresses you submit to us via our Website. If you do not want to receive promotional information or material from us, please send an email with your name, mailing address and email address to [help.is@filomeno.com](mailto:help.is@filomeno.com). When we receive your request, we may take reasonable steps to remove your name from such lists.

Cookies: A cookie is a small text file that a website can place on your computer's hard drive for record-keeping or other administrative purposes. Our Website uses cookies to help to personalize your experience on this Website. You have the ability to accept or decline cookies. Although most web browsers accept cookies automatically, usually you can modify your browser setting to decline cookies. If you decide to decline cookies, you may not be able to fully use the features of our Website. Cookies may also be used at certain sites accessible through links on our Website.

Links to Other Websites: Filomeno & Company is not responsible for the practices or policies of the websites linked to or from our Website. If you elect to use a link that accesses another party's website, you will be subject to that website's practices and policies.

Storage of Data: Filomeno & Company stores the information collected on its Website on databases located in the United States.