

Privacy Policy & Practices of Cathy Daigle, LLC

We at Cathy Daigle, LLC have always valued the trust our clients have placed in us and are committed to the responsible management, use, and protection of our clients' personal information. We are proud of our privacy and confidentiality practices, and we want you to know how we protect your information and use it throughout your divorce proceedings.

Federal law gives consumers the right to limit some, but not all, sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

Gathering Information

Cathy Daigle, LLC collects personal information about you to help facilitate your divorce proceedings and fulfill legal and regulatory requirements. This includes such information as your name, address, birth date, and Social Security number that you provided on your Family Information Sheet or other documentation.

Cathy Daigle, LLC collects nonpublic personal information from you as well as from other sources. The sources and the information collected may include but are not limited to:

- Information you provide to us through discussions via face-to-face meetings, e-mail correspondence, regular postal or express courier services, FAX, and telephone.
- Information you provide to your collaborative or mediation attorneys, collaborative coaches, business valuation specialists, pension valuers, child care specialists, and other professionals involved.
- Information from other unaffiliated third parties, including employers, associations, benefit plan sponsors, tax preparers, and other institutions.

Sharing Information

We provide information about current or former clients from the sources described above to parties outside of our Firm only as described below:

- As authorized by you. You may direct us, for example, to send information you provided us to a third party.
- To other companies as necessary to process your business. For example, these parties must limit their use of the information to the purpose for which it was provided.
- We may disclose any of the nonpublic personal information that we collect about you, as required to conduct our business and as permitted or required by law or regulation (i.e., responses to a subpoena or court order).

Confidentiality and Security

We restrict access to information about you to those employees who need to know that information in order to provide services to you. We maintain physical, electronic, and procedural safeguards to maintain the confidentiality of your information.

We do not sell, share, or disclose your nonpublic personal information to unaffiliated third-party marketing companies.

Safeguarding Privacy

Cathy Daigle, LLC recognizes the need to prevent unauthorized access to the information we collect, including information held in electronic format. Cathy Daigle, LLC authorizes access to your nonpublic personal information only to parties with whom we have executed confidentiality/nondisclosure agreements and who need that information to serve you or to assist us in conducting our operations. We maintain physical, electronic, procedural, and contractual safeguards regarding your nonpublic personal information to ensure that we comply with our own policy, industry practices, and federal and state regulations. And we train our employees in the proper handling of sensitive information. Once your divorce is finalized and you become an inactive client, we will continue to adhere to the privacy policies and practices as described in this notice.

Privacy Online

Cathy Daigle, LLC maintains a public website at www.cathydaigle.com and is a great way for current and potential clients to find out more about our services. Rest assured that when you visit our site, we will not try to gather any personal identifiable information from you without your knowing it. The following summarizes the extent to which we gather and use information obtained through our website:

- **Cookies** - A "cookie" is a small piece of information which a web server may place on your computer when you visit a site. This is useful for having your browser remember some specific information which the web server can later retrieve. When you quit your browser, some cookies may be stored in your computer's memory in a cookies file. Cookies may last only through a single visit or remain on your computer until you delete them.
- **Access Data** - Please note that when you visit our website, no personally identifiable information about you, such as your e-mail address, will be automatically collected by us.
- **E-mail** - In some cases, you may actually choose to provide us with your e-mail address or other personal information such as your address or phone number. Likewise, if you send us an e-mail, you are by default providing us with an e-mail address. E-mail addresses or other information you voluntarily provide while visiting our website are used solely for the purpose of responding to your questions and will only be shared with others in accordance with applicable laws.

Changes to Our Privacy Policy and Questions

While this privacy policy is delivered in writing annually while you are active in your divorce proceedings, the policy may change from time to time. If so, we will notify you of any changes or you can review our current policy online at any time. Privacy protections apply automatically to all of our clients and former clients. If you have questions after reading this policy, please contact our office at 408-354-9354 or write us at: Cathy Daigle, LLC, 16463 Los Gatos Boulevard, Los Gatos, CA 95032.