

PERSONALLY IDENTIFIABLE INFORMATION

Unless and until we are advised otherwise, we will communicate information or documents that we believe to contain Personally Identifiable Information (“PII”) to you only to the mailing addresses and/or email addresses you have given us for that purpose. PII are documents, account statements, etc. that contain information that we believe is of a confidential nature, such as asset information, social security numbers, etc.

1. We will communicate PII only to you and such other third parties as may be authorized by you to receive such information. Notwithstanding any standing authorization you may give us to include third parties in such communications, we reserve the right to confirm such authorization from you as we deem appropriate.

2. Unless you direct us otherwise in writing, PII sent in hard copy format may be sent by restricted delivery with signature required (USPS Certified Mail, FedEx or UPS), or by regular U.S. Mail.

3. PII sent to you electronically will be encrypted with a password created by a random password generator (with the password sent to you by separate email, U.S. mail, or other type of delivery that we believe to be secure). This password will be associated only with your matters.

Unless you notify us otherwise, we will receive information (including PII) regarding the engagement in this matter from all third party providers of services and information, including financial account information. Further unless you notify us otherwise, we will communicate with such third party providers with respect to the matters covered by the engagement.