

**HAROLD  
SHEPLEY &  
Associates, LLC**



*Our mission is to provide quality assistance in eliminating debt and restoring credit through our full service debt relief law firm.*

*We help individuals, families and businesses take back their dreams by recognizing and enjoying financial freedom.*

*We accomplish this by assisting clients with professionalism, dignity, respect and above all compassion.*

*Thank you for allowing us to assist you in finding financial freedom.*

**HAROLD SHEPLEY & Associates, LLC**  
209 West Patriot Street  
Somerset, PA 15501  
1-877-827-9006

**HAROLD SHEPLEY  
& Associates, LLC**

*“A Debt Relief Law Firm”*

**Privacy Notice**

**CONFIDENTIAL**

# Harold Shepley & Associates, LLC Privacy Notice

The process of assessing an individual's situation to provide debt relief services requires the collection of personal, non-public information. We are committed to protecting the confidentiality and security of this information. The following is notification as to how we collect, use, and protect personal, non-public information.

## **How we collect personal information**

Personal, non-public information is collected from individuals upon an initial consultation. Information may also be provided by a spouse, partner, or legal guardian. This information may be given to Harold Shepley & Associates, LLC staff and/or an enrolling marketing agent or company. Information may also be obtained from credit reports but only with written consent. Information essential to the progress of any program may also be retrieved from banks, creditors, or collectors, if necessary.

## **What personal information we collect**

It may be necessary to collect, but not be limited to, the following: name, address, email address, social security number, birth date, expenses, income, assets, liabilities, and employment information. Should an individual become a client, it would be necessary to collect bank account information for the purpose of drafting payment(s) as well as detailed information regarding personal credit accounts. This would include, but not be limited to: account name, account holder, account number, balances, account activity, lawsuits, other legal documents, and credit reporting information, if necessary.

## **Use and disclosure of personal information**

In general, personal information collection and use is only to the extent required to communicate with creditors and successfully complete a debt relief program. Personal, non-public information is never sold or given to any parties not associated with an individual's program. It may be necessary to disclose personal information if required/permitted by law, requested by a government agency, or by court order. Disclosure of personal information to any other entity occurs only upon client request.

## **Protecting personal information**

All personal information that is collected is protected by maintaining physical, electronic, and procedural safeguards. This is done in the collection, maintaining, and disposing of personal information. Access to this information is only permitted by persons who use it to provide debt relief services. This is strictly regulated by the Harold Shepley & Associates, LLC's internal confidentiality policy.

## **Changes to privacy notice**

If material changes are made to this privacy notice, clients of Harold Shepley & Associates, LLC will be notified.

Questions or comments regarding this notification can be submitted by mail to:

209 West Patriot Street  
Somerset, PA 15501