



## Privacy Policy

Jennifer N. Carman and all staff and contractors engaged to produce work for J. CARMAN, Inc. Fine and Decorative Art Valuation, are committed to safeguarding the confidential information of our clients. Please know that we hold all of our client's personal information provided to our appraisal service company in strictest confidence and in accordance with the 2020-2021 USPAP<sup>1</sup> and ASA ethics standards of confidentiality. These records include information that we collect from clients in connection with any of the personal property appraisal services provided by our company. At no time in the past have we ever disclosed protected information to third parties, except as specifically authorized by our clients, or as required by law, and we do not anticipate doing so in the future. We are prohibited under federal law, USPAP, and the ASA ethics code to change this policy, without advising you first and obtaining your permission. As you know, we use the personal property information provided by our clients to help meet their appraisal requests, while guarding against any real or perceived infringements of their rights of privacy.

Our policy with respect to personal information about our clients is as follows:

- We limit employee and agent access to information only to those who have a business or professional reason to know, and only permit access to nonaffiliated parties as required by law.
- We maintain a secure office and computer environment to ensure your information is not placed at unreasonable risk.
- The categories of non-public personal information that we collect from a client depend upon the scope of the client's appraisal engagement. This includes information about personal property assets, information about tax identification numbers, and other non-public information necessary. Additionally, it may include information about transactions between clients and third parties, and information from third party sources.
- Unaffiliated third parties that require access to our clients' personal information, such as Federal and State tax regulators, insurance companies, and the like, may only review company records as permitted under the law.
- We do not provide client information to mailing list vendors or solicitors for any reason whatsoever.

Personally identifiable information will be maintained during the time a client is a client of the company and for the appropriate time thereafter that such records are required to be maintained by USPAP, and consistent with the ASA ethics code. After the required period of time retention, all such information will be destroyed in a manner consistent with providing confidentiality to our clients.

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<sup>1</sup> The 2020-2021 USPAP has been extended through December 31, 2022.