

Information Security



We take security seriously and do everything that we can to protect your sensitive information. This includes the way we choose to communicate with you and the way we store your information. To protect your information we do the following:

- We will provide you with a secure means to communicate with us.
- We will give you the option to choose the way you want to communicate with us. By law we cannot require you to use any secure means provided to communicate with us, but by law we are required to make it available to you.
- All documents with sensitive information sent to you will be password protected. You will receive a password that is unique to you.
- All online forms will be encrypted and password protected. You will receive the password via email or text message. Please save it. All online forms will have the same password. The data will be protected with a separate encryption key so even if the form password is compromised the data cannot be accessed.
- Please only send photos of documents to my new business phone number 571-636-9366 via text, via fax to 703-997-8522 or to my secure document upload site:

<https://www3.mydocsonline.com/customerupload/1a1b67a484317411a1d8a66f889c>

- When uploading documents to the “My Docs Online” site please include your name and email address. Comments are optional.
- All sensitive data that is stored is stored on password devices with encrypted hard drives. These devices are only accessible by authorized persons.
- If you choose to send documents in an unsecure manner you do so at your own risk.

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