

# Advanced Realty Services, Inc.

## Privacy Policy

### Types of Nonpublic Personal Information We Collect

We collect public and non-public personal information about you that is provided to us by you or obtained by us from third parties.

### Parties to Whom We Disclose information

For current and former clients, we do not disclose any personal information obtained in the course of our practice except as required by law or with your permission. Permitted disclosures include, for instance, providing information to our employees, and in limited situations, to unrelated third parties who need to know that information to assist us in providing service to you as required in the contracted services. In all such situations, we stress the confidential nature of information being shared.

### Protecting the Confidentiality and Security of Current and Former Clients' Information

We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your non-public personal information, we maintain physical, electronic, and procedural safeguards that comply with our professional standards.

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Please call if you have any questions, because your privacy, our professional ethics, and the ability to provide you with quality financial services are very important to us.

### **Advanced Realty Services, Ltd.**

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*Sales/Leasing/Management- Serving the Lehigh Valley*

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