# **Privacy Policy**

### We Respect Your Privacy

At **[FIRM NAME]**, we recognize the importance of maintaining your trust and confidence. To serve you with the most effective and beneficial service, part of our practice requires we retain information about you. It is important to us that we keep that information secure and private.

We have designed our firm website to provide information about our services, collect information from any party interested in contacting us to learn about our firm, and for our attorneys to contact potential clients.

This page informs you about our policies regarding collecting information about you, the type of information we collect and use, disclosing personal data, and protecting your data. Our privacy policy is in reference to the information collected from users of our website.

# Personal Information

Over time, we collect various information about improving our services, offering new products, and fulfilling legal requirements. While working with us, we may ask you to provide personal details and information about your legal needs. Any information collected will be provided to **[FIRM NAME]** to best respond to your inquiry.

Your personal information will be kept strictly confidential; below are the types of information we may collect:

- Email address
- First and last name
- Phone number
- Company or physical address
- Title or position in the company
- Occupation/Industry
- Cookies and Usage Data

We also may use your information as part of newsletter lists and send information about our services and legal information. You may change your preferences or unsubscribe at any time.

# Your Consent

You indicate your acceptance of our privacy policy and our terms and conditions by using our website. Please contact us at [CONTACT] if you have additional questions about this statement or any concerns.

# Terms & Conditions

### **IP Addresses**

On occasion, **[FIRM NAME]** will log IP addresses for administration reasons. Our firm may collect domain information to analyze better how our visitors use our site. We use information, such as the type of people who visit, how often they visit, and what pages they visit. This information is used to help us improve our content and user experience.

### Cookies

Some pages on our website may use a "per-session" cookie. These are small text files with a unique ID number and placed on your hard drive. Cookies are stored temporarily and track pages you visited but do not contain personal information aside from what you provide yourself.

We use this information to determine the total number of visitors, types of operating systems, traffic patterns, and our information's usefulness.

Cookies are harmless and common practice on the Internet. They cannot read data from your hard drive. If you prefer not to accept cookies while browsing our website, you can set your browser to warn you before accepting cookies. However, if you do not accept cookies, some features and pages may not fully function, and some information may not be available.

### Links to Other Sites

Content within our website may include links to other sites not operated by us. If we link to an external site, it is a site we trust; however, we are not responsible for any site's content or privacy practices not managed by our firm. We strongly advise you to review the privacy policies of external websites as well.

### Security

It is essential we protect your information and we take strict precautions. However, when you submit information through our website, it is sent through an unencrypted email. Therefore we recommend you avoid submitting any confidential information through our website. We are not responsible for the interception of your data before we receive it.