

PRIVACY POLICY
for
My Online Lawyer Websites and Services

Our Commitment to Privacy

Your privacy is important to us. To better protect your privacy, we provide this Privacy Policy explaining our online information practices and the choices you can make about the way your information is collected and used. To make this Privacy Policy easy to find, we make it available on our homepage and where personally identifiable information may be requested.

Policy Limitations

The Privacy Policy: (1) applies only to information collected by us in providing our services; (2) applies only to our online information practices; (3) does NOT apply to our offline information practices; and (4) because our Websites are intended for use only by consumers in the United States, applies only to consumers in the United States.

The Information We Collect and Use

This Privacy Policy applies to all information collected or submitted on any of our Websites. We will use your information we collect to communicate with you in response to your inquiries, to provide the services you purchase from us, and to manage your account.

• **Information Collected**

On some pages, you can order services, make requests, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Company Name
- Title
- Address (both physical and postal mail addresses)
- Email Address
- Telephone Number
- Credit/Debit Card Information

• **Registration**

To use our Websites, you must first complete the registration form and create a username and password. During registration you are required to give contact information (such as name and email address). Based upon the personally identifiable information you provide us; we will send you a confirmation email to verify your username and password.

• **Purchases**

If you purchase a service from us, we request certain personally identifiable information from you in order to complete your purchase. You must provide contact information (such as

name, email, and billing address) and financial information (such as credit card number and expiration date).

We use this information to fulfill your orders and for billing purposes. If we have trouble processing an order, we will use this information to contact you.

- **Communications from Us**

We will occasionally send you information on services, special deals and promotions. If you wish to subscribe to our newsletter(s), then we will use your name and email address to send the newsletter to you.

Out of respect for your privacy, we present the option not to receive these types of communications, as well as, the ability to subscribe or unsubscribe from such communications at a later date.

- **Demographic Information**

You have the option to provide demographic information to us; however, we encourage you to submit this information so we can provide you a more personalized experience on our site.

- **Non-Personally Identifiable Aggregate Information**

We use non-identifying and aggregate information to better design our Websites and provide services to you.

Log Files. As is true of most websites, we gather certain information automatically and store it in log files. This information includes internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, operating system, date/time stamp, and click-stream data. We use this information, which does NOT identify individual users, to analyze trends, to administer the Websites, to track users' movements around the site and to gather demographic information about our user base as a whole.

Cookies. As is also true of most websites, we use cookies. A cookie is a small text file that is stored on a user's computer for record-keeping purposes. We do not link the information we store in cookies to any personally identifiable information you submit while on our Websites.

We use both session ID cookies and persistent cookies. We use session cookies to make it easier for you to navigate our Website. A session ID cookie expires when you close your browser. A persistent cookie remains on your hard drive for an extended period of time. You can remove persistent cookies by following directions provided in your Internet browser's "Help" file.

If you reject cookies, you may still use our Websites, but your ability to use some areas of our Websites may be limited.

Clear Gifs/Web Beacons/Web Bugs. We sometimes employ software technology referred to as clear gifs, web beacons or web bugs to help us better manage content on our Websites by informing us what content is effective. Clear gifs, web beacons or web bugs are tiny graphics with a unique identifier, similar in function to cookies, and are used to track the online movements of web users. In contrast to cookies, which are stored on a user's computer hard drive, clear gifs, web beacons or web bugs are embedded invisibly on web pages and are about the size of the period at the end of this sentence. We sometimes use such software technology in our HTML-based emails to let us know which emails have been opened by recipients. This allows us to gauge the effectiveness of certain communications and the effectiveness of our marketing campaigns. If you would like to opt-out of these emails, please see "Choice/Opt-out" below. We do not tie the information gathered by such software technology to your personally identifiable information.

- **Personally Identifiable Information**

We DO NOT share personally identifiable information with third parties. However, we DO share necessary personally identifiable information ONLY with our service providers who enable us to fulfill your orders, such as credit card processors.

Choice/Opt-out

We provide you the opportunity to 'opt-out' of having your personally identifiable information used for certain purposes when we ask for this information. For example, if you do not wish to receive our newsletter and promotional communications, you may opt-out of receiving them by following the instructions included in each newsletter or communication, or by contacting us through the "Contact Us" form on our Websites.

Links to Other Sites

Our Websites may contain links to other websites that are not owned or controlled by us. Please be aware that we, are not responsible for the privacy practices of such other websites.

We encourage you to be aware when you leave our Websites and to read the privacy statements of each and every website that collects personally identifiable information.

Access to Personally Identifiable Information

If your personally identifiable information changes, or if you no longer desire our services, you may correct, update, delete or deactivate it by making the change to your account information, or by contacting us using the "Contact Us" form on our Websites.

Legal Disclaimer

We reserve the right to disclose your personally identifiable information as required by law and when we believe that disclosure is necessary to protect our rights and/or to comply with a judicial proceeding, court order, or legal process served on us.

Our Commitment to Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

The security of your personal information is important to us. When you enter sensitive information (such as a credit card number) on our registration or order forms, we or our vendors encrypt that information using secure socket layer technology (SSL).

We follow generally accepted industry standards to protect the personal information submitted to us, both during transmission and once we receive it. However, no method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

Changes in this Privacy Policy

We reserve the right to modify this Privacy Policy at any time, so please review it frequently. If we make material changes to this Privacy Policy, we will notify you on our Websites, or by the contact information you provide to us.

How to Contact Us

Should you have other questions or concerns about this Privacy Policy, please contact us using the "Contact Us" form on our Websites.