

## Privacy Policy

**McCartney & Kan, LLC ("we," "us")** respects the privacy of visitors to our website. This privacy policy applies only to information that we collect online through the publicly accessible pages of our website and does not apply to any information that we collect offline or through our password-protected client extranets. This privacy policy does not apply to email messages or related information that visitors may send to attorneys or employees whose email addresses are posted on our website. Please read this policy carefully so that you understand what information we collect through our website and what we do with that information. If you have questions about this policy, please email us at [\_\_\_\_\_].

### **THE INFORMATION WE COLLECT AND USE**

*Personally-Identifying Information.* You do not have to disclose any personally-identifying information to use most of the features of our website. The only personally-identifying information that we gather through this website is information that you voluntarily provide to us.

*Questions and Requests for Information.* If you provide us with your name, email address and/or other personally-identifying information when you use our website to ask a question or request information, we may use your personally-identifying information to send you a response and we may keep a record of your request or inquiry.

Our website is not intended to create an attorney-client relationship and should not be used to communicate confidential information or requests for legal advice. No attorney-client relationship is created with us until we have entered into a formal written agreement to represent a client.

*Online Surveys.* From time to time, we may host online surveys on our website. If you choose to participate in one of our online surveys, we will collect personally-identifying information from you, such as your name, address, company and position, telephone number and/or email address. We may use this information to send you the results of the survey and/or a confirmation of your individual survey responses. Without your prior consent, we will not share your personally-identifying information with other survey participants or associate your individual responses with personally-identifying information in the published results of any survey.

*Cookies.* To help us tailor our website to the needs and interests of our visitors, we keep track of the pages visited by our users by placing a cookie, a small entry in a text file, on our visitors' hard drives. The cookie contains an ID number that allows us to track the pages a user has visited. We aggregate this data with data on the pages visited by other users to track overall visitor traffic patterns. We use this information to improve our site by making it more responsive to the needs of our users. Cookies do not reveal personally-identifying information and cannot read unrelated data off your hard drive. The "Help" function on most web browsers contains information on how to set your browser to notify you before accepting a cookie or to disable cookies entirely.

*Browser Level Information.* Our web server automatically collects limited information about your computer configuration when you visit our website, including the type of browser software you use, the operating system you are running, the resolution of your computer monitor, the website that referred you, and your IP address. (An IP address is a numerical address that identifies your computer to other computers connected to the Internet so that data - such as the web pages you want to view -- can be transmitted to you.) We use this information to make our website as useful as we can for as many users as possible.

## **PROTECTING THE PRIVACY OF CHILDREN**

Our website is not directed to children and we will not knowingly allow anyone under the age of 13 to use this website to provide us with any personally-identifying information. Children should always get permission from their parents before sending any information about themselves (such as their names, email addresses and phone numbers) over the Internet. If you are under 13, please do not provide any information about yourself on this website.

## **DISCLOSURE OF INFORMATION TO THIRD PARTIES**

We will not disclose personally-identifying information collected through our website to third parties except as provided in this privacy policy. We reserve the right to release personally-identifying information about our website visitors when we believe that such disclosure is necessary or appropriate to comply with law or to protect the safety or property of visitors to our site, our clients, the public, us, our affiliates or our personnel. We also reserve the right to disclose personally-identifying information about our website visitors to third-party contractors we engage to assist us with the operation of our website or other aspects of our business when our contractors need access to such information to perform the services we request. In the unlikely event that we merge with another law firm or other business or otherwise transfers substantially all of its assets to another entity, information collected from our website visitors would be among the transferred assets.

## **LINKS AND FEATURES OFFERED IN CONJUNCTION WITH OTHER PROVIDERS**

Our website includes links to other websites operated by third parties whose privacy policies we do not control. When you access another website through our website, any information you provide is governed by the privacy policy of the operator of the site you are visiting. We encourage you to review the privacy policy of any third-party website you access through our site.

## **SECURITY**

Information gathered by us on our website is stored on servers maintained in protected environments. No physical or electronic security system is impenetrable, however, and we cannot guarantee the security of the servers or databases used to store information collected on our website. Nor can we guarantee that information you supply will not be intercepted while being transmitted to us over the Internet. You provide any such information to us at your own

risk.

## **CHANGES TO THIS POLICY**

The web continues to evolve. If we decide to change our privacy policy in the future, we will post the changes here and update the reference to the effective date to reflect the date of the amendment.