

## Information Privacy Notice

As attorneys, we recognize and take seriously our professional obligation to keep information about current and former clients confidential and secure. You can be confident knowing your personal information is secure and kept private, protecting you against potential identity theft and fraud. We encourage you to read this Information Privacy Notice.

### Information We Collect

In the normal course of business, we may obtain various types of information about you. This information may include your name, address, contact information, credit card or billing information, and other personal or financial information. We may have originally obtained similar information from other resources. We call all this information "Client Data." When you provide us the personal data of other people, you must ensure that you are entitled to share that data with us and that we can collect, use, and disclose that personal information without taking further action in a way that is consistent with our privacy policy.

### How We Use and Share This Information

We use Client Data for a number of purposes and activities, such as to provide legal advice and other services for our clients, to evaluate prospective clients in accordance with our professional and legal obligations, and to contact you about our services, billing or other business matters related to you. Without your permission, we do not sell, rent, or share your information to or with any third party not affiliated with or owned by us, except service providers who may assist us in areas such as data storage. We can, however, share and use this information as required by law, by legal processes, by exigent circumstances, or to protect ourselves. We may also use this information to communicate with you about services related to our practice and services. We will never give or sell your personal information to be used for the purposes of sending you unsolicited commercial offers (such as spam) from any third party.

### Sharing Your Information

Sacks Tierney does not sell or otherwise share personal information with third-party marketers offering their products and services. Accordingly, you do not need to take any action to prevent disclosure.

We do not disclose any nonpublic personal information about clients, prospective clients, or former clients except as required or permitted by law; as required to provide services to our clients; or in limited situations in which we must defend our legal rights. Nonpublic information can include the fact that an individual is or has been a client.

Attorneys, unlike many others who handle your personal information, are subject to Rules of Professional Conduct, often referred to as “ethical rules.” These ethical rules limit an attorney’s disclosures of information obtained in the course of representing clients in ways that are more restrictive than applicable laws. This means that, even if applicable law would permit us to disclose nonpublic information about you, we will not do so if such disclosure would violate these ethical rules.

### **Client Information Security**

Because we care about your privacy, we make every reasonable effort to protect your information regardless of the form of storage or transmission. This includes the implementation of administrative, physical and technical safeguards to ensure compliance with government and industry regulations for securing our Client’s personal information. All employees, agents or representatives that act on our behalf are contractually obligated to keep all information deserving legal protection confidential and private. We continue to safeguard your information after you no longer do business with or close your account with us.

### **Retention of Information**

We keep personal information obtained during the course of client representations for a period of time that is consistent with our professional responsibilities and that is reasonably necessary for the purpose for which the data was collected and to protect and defend Sacks Tierney against legal claims.

For other types of personal information, we will retain the data until no longer reasonably necessary for the purposes for which it was collected or until consent to hold the data is revoked, provided that there is no other basis for us to hold the information and deletion of the personal information is legal and consistent with our professional responsibilities.

### **Rights Regarding Your Information**

You may request access to, correction or deletion of your personal information held by Sacks Tierney. We will consider any such request seriously, although we may choose not to delete information where it is necessary for compliance with our professional obligations or provision of services to others, or we otherwise have a substantial need to retain the data.

### **Changes**

We reserve the right to make changes to this Policy at any time without notice, although we will make reasonable efforts to notify you the Client before the Policy change takes effect.

### **Contacting Us**

If you have a question concerning personal information we may have collected about you, or related to this Information Privacy Notice, contact us at: 480-425-2600.