# Privacy Notice

1. **General Principles**

This Privacy Notice explains how Carney Bates & Pulliam, PLLC ("CBP") collects, uses and discloses personal information through its website and social media platforms, in providing legal services to our clients and in dealing with our service providers.

CBP is committed to protecting your privacy and would like you to understand how we collect, use and disclose your personal information.

The use of our website is usually possible without providing personal data. However, in order to provide our services, we may need your personal data (e.g. name, address, or email address). This applies, for example, to the distribution of information material, responding to individual inquiries and the performance of our other tasks. As far as possible, data is always collected on a voluntary basis. The data collected will not be transferred to third parties without your express consent. The employees of CBP are obliged to maintain confidentiality.

If you send us inquiries, applications or other information via our online forms, we only collect and store your personal data insofar as it is necessary for the execution of the respective process or task and for the performance of services. For this purpose, it may be necessary in individual cases to transfer your personal data to companies or third parties that we use to process the task or service. You can find out more in the following specifications. If we carry out any of the described or other actions and collect, save, or pass on your personal data, we will ask you for your express consent.

Any personal data will only be transferred to service providers who work on our behalf. These service providers have previously been obliged to comply with data protection regulations. There is no other transfer of personal data to third parties.

# Personal Data We Collect

We collect your personal data and other information that you provide to us by

* + completing a contact form on this website or contacting us for information:

We will ask for your name, phone number and email address. Depending on the nature of your inquiry, we may request additional information.

* + visiting our website:

Your search requests, IP address and the entire URL clickstream through our website will be automatically recorded. We also use cookies (please see section 9, below).

* + receiving services from us or providing services to us:

We collect your contact details and information related to the provided services.

None of this data is ever sold to any other companies or individuals, and where jurisdictionally relevant, is never shared other than following an order from a governmental or regulatory body.

# Purpose of Data Collection

This section of our Privacy Notice explains how we use the personal information that we collect about you. If we use your personal information for a new purpose, we will update this Privacy Notice and bring these changes to your attention.

We use personal data that we collect about you in order to

* + provide you with legal and other services;
	+ protect our information technology systems and data against fraud, unauthorized use and other illegal activities;
	+ receive and operate services from our service providers;
	+ comply with our legal and regulatory obligations (e.g., ‘know your customer’ rules) and respond to legal requests for information from a governmental or regulatory body;
	+ assert our contractual and other rights.
1. CBP uses cookies on our website to track site traffic, to improve visitor experience, and to link visitors to other sites, including social networks or other communications channels. This Cookie Policy includes information about how we use cookies, how you can manage cookies, and how you can contact us.
	* + What are Cookies?
			- A cookie is a small text file that is sent by a website to your computer or mobile device when you visit our website. Web browser cookies may store information such as your IP address, your browser or device type, and information about the online content you view. By storing such information, web browser cookies can remember your preferences and settings for online services and help us analyze how you use our online services.
		+ How We Use Cookies:
			- We use cookies to compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future. We may contract with third-party service providers to assist us in better understanding our site visitors. These service providers are not permitted to use the information collected on our behalf except to help us conduct and improve our business.
			- You may block certain cookies through your browser settings. Please see the settings on the browser you are using for more information on how to manage cookie settings. Note that information may be collected before the cookie is disabled.
			- We may use, share, or disclose information about users in order to address legal concerns or liabilities, especially when we believe, in our sole discretion, that a user has misused the website to gain unauthorized access to any system, engaged in spamming, denial of service attacks, or similar attack; to respond to suspected illegal or fraudulent activity; to protect legal rights or defend against legal claims; to allow us to pursue available remedies or limit the damages that we may sustain.
			- We may also be required by applicable laws to provide access to a user’s information to legal authorities upon presentation of the applicable request, in accordance with applicable law, including laws outside your country.

# Privacy Policy Updates

We regularly review this Privacy Notice. Any changes will be reflected within an updated version available on our website. Where appropriate, we may directly notify you of changes by email.