



## PRIVACY POLICY

This Privacy Policy discloses Legal for Good's (Firm's) privacy practices with respect to:

- Personal information collection, use, and sharing;
- Choices you can make regarding the use of your personal data;
- Security procedures in place to protect the misuse of your information; and
- How you can correct any inaccuracies in your information.

In most cases, we cannot share your personal information or facts from your case with others due to attorney-client confidentiality. In addition, we have an ethical obligation to maintain your attorney-client privilege, unless you waive it.

We understand your privacy concerns as a client and the need to ensure the privacy of client information. Your privacy is important to us, and maintaining your trust and confidence is our highest priority.

This Privacy Policy applies to information collected by electronic communication and through our website, as well as information collected during your representation.

### **Information Collection, Use, and Sharing**

When you provide non-public personal information to the Firm, it is provided to the Firm voluntarily with your authorization or consent, or it is obtained by us in the course of your representation.

The Firm DOES NOT DISCLOSE any client's or former client's personal information to anyone, except as required by State or Federal law, or by applicable State Codes of Professional Responsibility or Ethical Rules.

The Firm DOES NOT SELL OR RENT CLIENT INFORMATION OR PROSPECTIVE CLIENT INFORMATION TO THIRD PARTIES.

The Firm uses information provided through the website contact form to respond to you. We will not share your information with any third party outside of our organization, other than as necessary, to fulfill your contact request. For example, an attorney at the Firm may refer your case to alternative legal counsel, or we may use it to process your credit card or bank transaction.

The Firm retains records relating to professional services that we provide so that we are better able to assist you with your professional needs and to comply with professional guidelines or requirements of law. In order to guard your non-public personal information, the Firm maintains physical, electronic, and procedural safeguards that comply with attorney professional standards.

We work hard to maintain file stability within the Firm and use redundant backup and co-location, but there is always a chance a client file could be lost or destroyed. We store files *only in an electronic format*, and for approximately 7 years. We will destroy the electronic copy after the 7-year storage period. We will send you copies of all pleadings, documents, correspondence and other information throughout the matter. These copies will be your file copies. We will also keep the information electronically in our office. The file in the office is the Firm's file. Once your matter is concluded, the Firm will close your file and offer to send you an electronic copy of your file. Be sure to accept a copy of the file if you do desire one at the time of file closing.

The Firm uses an outside credit card processing company and third party bank to process client payments. These companies do not retain, share, store, or use personally identifiable information for any secondary purposes beyond processing your transaction.

Legal for Good's website contains outgoing links to other websites. The Firm is not responsible for the content or privacy practices of other websites.

Unless you ask us not to, we may contact you via telephone, e-mail, text message, or mail carrier in the future to tell you about new services, to inquire about your service needs, or to inform you about changes to this privacy policy.

### **Your Choices for Access and Correction Requests**

You may opt out of any future contacts from the Firm at any time.

Contact us using the Firm's website contact form, or the Firm's phone number, (612) 284-6441, to make the following requests about your personal, non-public data:

- To obtain information about what data the Firm has, if any;
- To change/correct data;
- To request deletion of data retained (unless prohibited by law); or
- To express any concerns about use of your data.

### **Security**

The Firm takes precautions to protect your information. When you submit sensitive information to the Firm via the website, electronic communications, facsimile, postal services, direct contact, or through other means, your information is protected both online and offline.

Whenever the Firm collects and disseminates sensitive information through electronic means, we endeavor at all times for the electronic communication to be encrypted and transmitted in a secure way. With regard to the collection of sensitive information via our website, you can verify security by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. We send sensitive files though e-

mail using high-level encryption software, and all client files are stored using the same fully encrypted, password-protected software. All of the Firm's electronic information is accessible only through password-protected systems and hardware. Furthermore, none of the Firm's computer devices or other electronic equipment is used on "public," unsecured wi-fi networks.

Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The Firm takes reasonable precautions based on standard security measures for attorneys, to keep computers, servers, and client files with personally identifiable information secure. To this end, it is the Firm's policy to transport computer devices and other electronic equipment safely and securely if removed from the office. Ideally, these devices should be directly transported from office to home or home to office, and equipment should never be left in a vehicle in plain view. If a short detour must be made, the devices or other equipment either must be stored in a trunk or stay with the Firm employee's person.

### **Contact Us**

If you feel that the Firm is not abiding by this privacy policy, contact us immediately via telephone at 612-284-6441 or by email at [info@legalforgood.com](mailto:info@legalforgood.com).