

# Lipcon, Margulies, Alsina & Winkleman, P.A. Privacy Statement

Last Updated: May 2018

Print (Link to a print screen to print out the privacy policy) *OPTIONAL, BEST PRACTICE*

Your privacy is important to us. This privacy statement explains the personal data Lipcon, Margulies, Alsina & Winkleman, P.A. (hereinafter referred to as the firm) collects and processes, how the firm processes it, and for what purposes.

Lipcon, Margulies, Alsina & Winkleman, P.A. provide legal services to a range of clients. We collect, process and manage data only when a visitor to our website completes a form asking us to contact them, and we use the information collected only for that purpose. We never share the information volunteered by site visitors with third parties. If an individual becomes a client of the firm, the client's information is protected and stored according to industry best practices so that we can provide services to that client.

## **Personal Data We Collect**

The firm collects data from you through contact forms on our website. The information we collect includes your name, address, email address and phone number, as well as a summary of the kind of legal services you might be interested in, or any questions you might have for us. You provide this data directly and grant us specific permission to use the information to respond to your inquiry and add your email address to our mailing list for updates and outreach.

The data we collect depends on the context of your interactions with us and the choices you make in completing the online forms. We do not obtain data about you from third parties without your consent. Such consent is sought only if you retain the firm to provide legal services, and the source of such information is explicitly spelled out and permission is received before information is acquired.

You have choices when it comes to the technology you use and the data you share. When we ask you to provide personal data, you can decline. If the information or service you request from us requires some personal data in order for us to provide the information or service, and you choose not to provide the requested information, you cannot access the information or service. (For example, if you do not provide a phone number or email address, we cannot contact you to answer a question or provide a legal service.) Likewise, where we need to collect personal data by law or to enter into or carry out a contract with you, and you do not provide the data, we will not be able to enter into the contract. Where providing the data is optional, and you choose not to share personal data, features like personalization that use such data will not work for you.

## **How We Use Personal Data**

We use the collected data in order to respond to inquiries, and to operate our business, which includes analyzing our performance, meeting our legal obligations, developing our workforce, marketing our services, and doing research.

In carrying out these purposes, we combine data we collect from different contexts (for example, from your use of our website) to give you a more seamless, consistent, and personalized experience, to make informed business decisions, and for other legitimate purposes.

### **Reasons We Share Personal Data**

We do not share your personal data except when required by law or to respond to legal process. Data may also be shared to protect lives, and to protect the rights and property of the firm and its clients.

### **Cookies & Similar Technologies**

Cookies are small text files placed on your device to store data that can be recalled by a web server in the domain that placed the cookie. We use cookies and similar technologies for providing interest-based advertising, analyzing how our website performs, and fulfilling other legitimate purposes.

You have a variety of tools to control the data collected by cookies and similar technologies. For example, you can use controls in your Internet browser to limit how the websites you visit, including ours, use cookies and to withdraw your consent by clearing or blocking cookies.