

# **Privacy Policy**

We recognize that you may be concerned about our use and disclosure of your personal information. Your privacy is very important to us, and the following will inform you of the information that Carney Badley Spellman, PS collects from you, and how it is used. By using our website, <a href="https://www.carneybadleyspellman.com">www.carneybadleyspellman.com</a>, you are accepting the practices described in this policy.

### **Information Collection**

We may collect non-personal information, such as a domain name and IP Address. The domain name and IP address reveal nothing personal about you other than the IP address from which you have accessed our site. We may also collect information about the type of Internet browser you are using, operating system, what brought you to our website, as well as which of our web pages you have accessed and similar data.

We may collect personal information that can identify you directly, such as your name, email address, phone number and similar details. We collect this information when you voluntarily provide it to us through forms, sign-ups, or other interactions with the site.

We may contact you via email or telephone, if this information is given to us via our Contact Us page, to respond to any request for assistance.

#### Information Use

We use the collected information primarily for our own internal purposes, such as providing, maintaining, evaluating, and improving our services and Website, communicating with you, including responding to inquiries or processing transactions. We also analyze web traffic and user behavior to enhance the site's functionality.

# Security

We follow generally accepted industry standards to protect the information submitted to us, both during transmission and once we receive it.

If we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this 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.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. 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 computers/servers/cloud where we store personally identifiable information are kept in a secure environment.

## Cookies

We use "cookies" on this site. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our site. For instance, when we use a cookie to identify you, you would not have to log in a password more than once, thereby saving time while on our site. Cookies can also enable us to track and target the interests of our users to enhance their experience on our site. Usage of a cookie is in no way linked to any personally identifiable information on our site.

# **Sharing**

We will not sell or otherwise provide the information we collect to outside third parties for the purpose of direct or indirect mass email marketing.

We will disclose personal information and/or an IP address, when required by law or in the good faith belief that such action is necessary.

Please keep in mind that whenever you voluntarily disclose personal information online - for example through e-mail, discussion boards, or elsewhere, that information can be collected and used by others. In short, if you post personal information online that is accessible to the public, you may receive unsolicited messages from other parties in return.

#### Links

This website may contain links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

#### Consent

By using this Website, you consent to the collection and use of information as specified above. If we make changes to our Privacy Policy, we will post those changes on this page. Please review this page frequently to remain up-to-date with the information we collect, how we use it, and under what circumstances we disclose it. You must review the new Privacy Policy carefully to make sure you understand our practices and procedures.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at (206) 622-8020 or email <u>info@carneylaw.com</u>.