

## Privacy Notice

**Effective Date: January 1, 2017**

This privacy notice discloses the privacy practices for Marcbronstein.com. This privacy notice applies solely to information collected by this website, except where stated otherwise. It will notify you of the following:

- What information we collect (Our website collects your name, e-mail address and the subject matter that you wish to discuss);
- With whom it is shared;
- How it is secured; and
- How to address concerns over misuse of personal data.

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

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our law firm without your prior consent to do so. We are governed by the Attorney-Client Privilege. If you become a client, any contact and other information you may provide to us will be placed in your client file. No one has access to your client file except employees who are tasked with providing legal services to you, our secretary who processes legal documents and our file clerk who places client documents, letters, notes, etc. into your client file.

### **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number provided on our website:

1. Request us to provide you with copies of any items in your client file that we have not already provided to you which will be done at no charge; and
2. Request us to send you your client file or to forward it to another attorney, which will be done at your sole cost and expense, unless you opt to pick it up from our office.

All electronic information that we collect is deleted if you do not become a client. Any other information you provide to us is shredded if you do not become a client. All information, electronic or otherwise is placed in your client file if you become a client.

### **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data, Social Security Numbers), we ask that you provide it to us by facsimile, U.S. mail or verbally so that it can be kept secure. If you elect to provide it via e-mail, we ask that you use an encryption service to do so. Only employees who need the information to perform a specific task (e.g, billing or the performance of legal service for a client) are granted access to personally identifiable information. The computers/servers on which we store personally identifiable information are kept in a secure environment. As we are governed by the California State Bar, we are not permitted to divulge any client information without your prior permission to do so.

**If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 310 450-7361 or via email.**