

# HR Legal Logistics PLLC

## Privacy Policy

*Revised as of March 30, 2021*

The website located at [legallogisticsfl.com](http://legallogisticsfl.com) (the “website”) is operated by HR Legal Logistics PLLC (hereinafter may be referred to as “us,” “we,” and “our”). We are committed to respecting your privacy.

This Privacy Policy describes how your personal information is collected, used, transferred, and processed when you visit or make a purchase from the website. By using this website, you consent to our Privacy Policy set forth below. We reserve the right to modify the terms of this privacy policy at any time and in our sole discretion, by posting a change notice on this page. Continued use of the website following a change notice constitutes your acceptance of those changes.

### 1 - PERSONAL INFORMATION WE COLLECT

When you visit the website, we automatically collect certain information about your device, including information about your web browser, IP address, time zone, and some of the cookies that are installed on your device. Additionally, as you browse the website, we collect information about the individual web pages or products that you view, what websites or search terms referred you to the website, and information about how you interact with the website. We refer to this automatically-collected information as “Device Information.”

We collect Device Information using the following technologies: (1) “Cookies” are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>; (2) “Log files” track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps; (3) “Web beacons,” “tags,” and “pixels” are electronic files used to record information about how you browse the Site.

Additionally, as applicable, we collect certain information from you, including your name, mailing address, phone number, email address, employer, and payment information (including credit card numbers). We refer to this information as “Contact Information.”

When we talk about “Personal Information” in this Privacy Policy, we are talking about Device Information, Contact Information, and information voluntarily shared with us via the Contact Us form, virtual appointment scheduler, publication download, or e-newsletter sign-up form.

### 2 - HOW WE USE YOUR PERSONAL INFORMATION

We use the Device Information that we collect to help us screen for potential risk and fraud (in particular, your IP address), and more generally to improve and optimize our Site (for example, by generating analytics about how our customers browse and interact with the Site, and to assess the success of our marketing and advertising campaigns).

We use Personal Information that we collect when you fill out the Contact Us form, publication download, virtual appointment scheduled, and e-newsletter sign-up to communicate with you about requested products and/ or services. You are deemed to have given consent for us to use such information to contact you.

As applicable, we use the Contact Information that we collect generally to fulfill any orders placed through the website (including processing your payment information, arranging for shipping, and providing you with invoices and/ or order confirmations). Additionally, we use this Contact Information to: Communicate with you; Screen our prospects for potential risk or fraud; and When in line with the preferences you have shared with us, provide you with information or advertising relating to our products or services.

### 3 - SHARING YOUR PERSONAL INFORMATION

We will never sell, rent, or lease your Personal Information to a third party.

We share your Personal Information with third parties to help us use your Personal Information, as described above. For example, we use MyCase to manage our files - you can read more about how MyCase uses your Personal Information here: <https://www.mycase.com/privacy>. We use Calendly to schedule virtual appointments - you can read more about how Calendly uses your Personal Information here: <https://calendly.com/pages/privacy>. We also use Google Analytics to help us understand how our customers use the Site - you can read more about how Google uses your Personal Information here: <https://www.google.com/intl/en/policies/privacy>. You can also opt-out of Google Analytics here: <https://tools.google.com/dlpage/gaoptout>.

We may disclose your Personal Information to comply with a court order, subpoena, search warrant, or other legal process; to comply with legal, regulatory, or administrative requirements of any governmental authorities; to protect and defend HR Legal Logistics PLLC, its subsidiaries and affiliates, and their officers, directors, employees, attorneys, agents, contractors, and partners, in connection with any legal action, claim, or dispute; to enforce the Terms of the website; to prevent imminent physical harm; and in the event

that we find that your actions on the website violate any laws.

We reserve the right to transfer your Personal Information to a third party in the event of a transfer of all or substantially all of HR Legal Logistics PLLC assets.

#### 4 - THIRD-PARTIES AND LINKS HEREIN

We may contract with third parties to maintain and host the website. Any information you submit to us, including Personal Information, may be placed and stored on a computer server maintained by this third-party host.

Further, we may utilize third-party links on our website for your convenience. These links are third-party owned and operated. You should review their individual privacy policies before use. We make no representation that their privacy policies comply with ours as set forth herein.

#### 5 - BEHAVIORAL ADVERTISING

As described above, we use your Personal Information to provide you with targeted advertisements or marketing communications we believe may be of interest to you. For more information about how targeted advertising works, you can visit the Network Advertising Initiative's ("NAI") educational page at <http://www.networkadvertising.org/understanding-online-advertising/how-does-it-work>.

Additionally, you can opt out of some of these services by visiting the Digital Advertising Alliance's opt-out portal at: <http://optout.aboutads.info>.

#### 6 - DO NOT TRACK

Please note that we do not alter our website's data collection and use practices when we see a Do Not Track signal from your browser.

#### 7 - DATA RETENTION

When you place an order through the website, we will maintain your Contact Information for our records unless and until you ask us to delete this information.

#### 8 - MINORS

The website is not intended for individuals under the age of eighteen (18).

#### 9 - CHANGES

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

#### 10 - SAFE HARBOR

We adhere to the U.S. safe harbor policy privacy principles of notice, choice, onward transfer, security, data integrity, access, and enforcement.

#### 11 - NOTICE TO CALIFORNIA RESIDENTS

The State of California's Shine the Light law (California Civil Code Section 1798.83) permits users who are California residents to request certain information regarding the disclosure of certain "personal information" for marketing purposes. To make such a request, please contact us.

#### 12 - CONTACT US

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us at [privacy@legallogisticsfl.com](mailto:privacy@legallogisticsfl.com).