

Privacy Policy

This Privacy Policy governs how our law firm collects, uses, maintains, and discloses information

Last Updated: dd/mm/yyyy



1. Law Firm Information

Law Firm Name*

Street Address*

City*

State*

ZIP Code*

Phone Number*

Email Address*

Website URL*

2. Scope and Application

This Privacy Policy applies to information collected through:

- Our law firm website and online portals
- Email communications with our firm
- Phone calls and voicemail systems
- In-person consultations and office visits
- Intake forms and legal documents

Other (specify):

Additional collection methods

Important: This Privacy Policy does not replace or supersede attorney-client privilege or professional confidentiality obligations under applicable bar rules and regulations.

3. Attorney-Client Privilege and Confidentiality

Attorney-Client Privilege Protection:

Communications between clients and attorneys regarding legal representation are protected by attorney-client privilege. This protection exists independently of this Privacy Policy and cannot be waived except by the client.

Professional Confidentiality Rules:

Our firm maintains confidentiality as required by the Rules of Professional Conduct for attorneys in the jurisdictions where we practice. All client information remains confidential unless disclosure is required by law or authorized by the client.

Jurisdictions Where Firm Practices:

List states/jurisdictions (e.g., California, New York, Texas)



4. Information We Collect

Personal Information: Information that identifies you as an individual, including:

- Name and contact information (address, phone, email)
- Date of birth and Social Security Number
- Financial information (for billing and payment processing)
- Employment and professional information
- Legal matter details and case-related information
- Family and relationship information
- Health and medical information (when relevant to legal matters)

Technical Information: When you visit our website, we automatically collect:

- IP address and device identifiers
- Browser type and version
- Geographic location data
- Cookies and similar tracking technologies
- Website usage patterns and navigation data

5. How We Use Your Information

We use collected information for the following purposes:

- **Legal Representation:** To provide legal services, prepare documents, conduct research, and represent your interests
- **Client Communication:** To contact you about your legal matters, appointments, and firm updates
- **Billing and Payment:** To process payments, send invoices, and maintain financial records
- **Conflict Checking:** To screen for conflicts of interest before accepting representation
- **Website Improvement:** To enhance user experience and analyze website performance
- **Legal Compliance:** To comply with professional obligations, court orders, and legal requirements
- **Marketing:** To send newsletters, legal updates, and promotional materials (with consent where required)

Additional Specific Uses (if applicable):

Describe any additional purposes for which your firm uses client information



6. Information Sharing and Disclosure

We may share your information with third parties in the following circumstances:

Service Providers and Vendors:

- IT service providers and cloud storage vendors
- Billing and payment processing services
- Expert witnesses and consultants
- Court reporters and legal process services
- Private investigators (when authorized)

Required Legal Disclosures:

- Court orders, subpoenas, or other legal processes
- Law enforcement requests where legally required
- Regulatory investigations or disciplinary proceedings
- Prevention of fraud, security threats, or illegal activities

Client-Authorized Disclosures:

We share information with third parties when you provide explicit consent or authorization for specific disclosures.

Third-Party Confidentiality: All service providers with access to client information are contractually required to maintain confidentiality and use information only for authorized purposes.

7. Data Security Measures

We implement reasonable security measures to protect your information:

- Encryption of sensitive data in transit and at rest
- Restricted access controls and authentication requirements
- Firewalls and network security systems
- Regular data backups and disaster recovery protocols
- Physical security measures for offices and file storage
- Staff training on data security and confidentiality

Security Limitation: While we implement reasonable security measures, no method of transmission or storage is completely secure. We cannot guarantee absolute security of your information.

Additional Security Measures Your Firm Uses:

Describe any additional security protocols or certifications (e.g., SOC 2, ISO 27001)



8. Data Retention

Client File Retention:

We retain client files and information in accordance with professional responsibility rules and our firm's document retention policy.

Standard Retention Period for Closed Matters:

-- Select Retention Period --



Exceptions to Standard Retention:

- Ongoing legal obligations or litigation holds
- Tax and financial records (7 years minimum)
- Trust account records (varies by jurisdiction)
- Matters involving minors (extended retention periods)

Marketing Data Retention:

Marketing email lists and website analytics data are retained until you unsubscribe or request deletion.

9. Client Rights and Choices

Access and Correction: You have the right to access your client file and request corrections to inaccurate information.

Data Portability: Upon request, we can provide copies of your information in commonly used formats.

Marketing Communications: You may opt out of promotional emails and newsletters at any time by using the unsubscribe link or contacting us directly.

Limitations on Deletion: While we respect your privacy rights, we cannot delete information when retention is required by:

- Professional responsibility rules and ethics obligations
- Legal holds and ongoing litigation
- Tax and financial record-keeping requirements
- Statute of limitations periods for potential malpractice claims

GDPR Rights (for EU clients): If you are located in the European Union, you may have additional rights including the right to erasure, restriction of processing, and data portability under GDPR.

CCPA Rights (for California clients): California residents have specific rights under the California Consumer Privacy Act including the right to know, delete, and opt out of sale of personal information.

10. Cookies and Tracking Technologies

Types of Cookies We Use:

- Essential cookies (required for website functionality)
- Analytics cookies (Google Analytics or similar services)
- Marketing cookies (advertising and remarketing)
- Preference cookies (remembering user settings)

Cookie Management:

You can control cookies through your browser settings. Disabling cookies may affect website functionality.

Third-Party Analytics Services Used:

e.g., Google Analytics, Hotjar, etc.

11. Third-Party Links

Our website may contain links to third-party websites, including:

- Court websites and legal resources
- Professional associations and bar organizations
- Client portal and payment processing services
- Legal research databases and resources

We are not responsible for the privacy practices of third-party websites. We encourage you to review the privacy policies of any external sites you visit.

12. Children's Privacy

Our website is not directed to individuals under the age of 18. We do not knowingly collect personal information from children online.

When representing minors, we collect information from parents or legal guardians and maintain enhanced confidentiality protections as required by professional responsibility rules.

13. International Data Transfers

Does your firm handle international matters or transfer data across borders?

-- Select --



If your firm handles international data transfers: Specify the mechanisms used to ensure adequate data protection (e.g., Standard Contractual Clauses, Privacy Shield, adequacy decisions).

International Transfer Safeguards (if applicable):

Describe data transfer mechanisms and protections



14. Changes to This Privacy Policy

We may update this Privacy Policy periodically to reflect changes in our practices, legal requirements, or business operations.

Material changes will be communicated through:

- Prominent notice on our website
- Email notification to clients
- Written notice in regular correspondence

Continued use of our services after policy changes constitutes acceptance of the updated Privacy Policy.

15. Contact Information for Privacy Questions

If you have questions about this Privacy Policy or wish to exercise your privacy rights, please contact:

Privacy Contact Person/Department:

e.g., Privacy Officer, Managing Partner, Firm Administrator

Contact Email:

privacy@lawfirm.com

Contact Phone:

(555) 123-4567

Mailing Address for Privacy Requests:

Law Firm Name
Attn: Privacy Officer
Street Address
City, State ZIP

Response Time: We will respond to privacy-related requests within 30 days of receipt, or as required by applicable law.

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