



GRUENSTEIN LAW

# Privacy Notice

Effective Date: March 2026

Version 1.0



## Privacy Notice

Effective Date: March 9, 2026

Gruenstein Law is committed to protecting the privacy and security of our clients. As your counsel, we view the protection of your information not merely as a regulatory requirement but as a core professional obligation and a fundamental pillar of the attorney-client relationship.

This Privacy Notice describes how we collect, use and safeguard information, both in the course of providing legal services and when you visit our website. This policy does not override the attorney-client privilege, the attorney work product doctrine or the specific terms of our client engagement letters.

### 1. Information We Collect

We primarily collect information to provide our clients with effective legal representation. This includes client and matter data that you or your representatives provide to us voluntarily, such as contact details, financial information for billing and the specific facts, documents and correspondence necessary for us to advise you. During our representation, we may also obtain third-party information related to your legal matters, such as background checks, public register filings or data from professional databases required for due diligence and Anti-Money Laundering (AML) compliance.

### 2. How We Use Your Information

Our principal use of information is for the legal representation of our clients: to provide legal advice, represent you in disputes or transactions, perform conflict checks and manage client invoicing. We also use this data for compliance and administration, ensuring we meet our professional, legal and regulatory obligations (such as Know-Your-Client requirements) and maintaining the security of our client records.

For non-client contacts and website visitors, we may use contact details to send you firm news or legal alerts. You may opt out of these communications at any time./



### **3. Sharing and Disclosure**

We do not sell your personal information. We disclose data strictly to advance our clients' interests and to operate our firm securely:

With your consent or as necessary for your legal matters, we may share information with third parties involved in your case, such as opposing counsel, courts, arbitrators, expert witnesses, or local counsel.

We use trusted vendors to support our practice (including IT support, secure cloud storage, and e-discovery platforms). We select these partners with extreme care, vetting them to ensure they meet our high standards for security and confidentiality. They are contractually bound to use your data only for the services we authorize.

We may disclose information if required by law, regulation or court order.

### **4. Data Security**

We view the security of your data as a modern extension of our traditional duty of confidentiality. We employ robust technical and organizational measures designed to protect client and firm data from unauthorized access, loss, misuse or alteration. These safeguards include data encryption, firewalls, physical access controls at our offices and strict user authentication protocols for our systems. We conduct regular security reviews and ensure our staff are trained on data privacy best practices to maintain the confidentiality of your information.

### **5. Data Retention**

We do not retain personal information indefinitely. We keep your data only as long as necessary to fulfill the specific purposes outlined in this policy—primarily to complete the legal matter for which you engaged us—or to comply with our legal and regulatory obligations. Once these purposes are met, we securely delete or anonymize your information.



## **6. International Transfers**

If we transfer your information to service providers or third parties outside your home country, we implement appropriate legal safeguards to ensure your data remains protected in accordance with applicable laws.

## **7. Your Rights**

Depending on your jurisdiction (such as the EEA or California), you may have specific rights regarding your data. Subject to legal retention requirements and the attorney-client privilege, you may have the right to access, correct or delete your personal information, or to object to how we process it. To exercise any of these rights, please contact us at [Privacy@GruensteinLaw.com](mailto:Privacy@GruensteinLaw.com).

## **8. Changes to this Privacy Notice**

We may update this Privacy Notice periodically to reflect changes in our practices or legal obligations, and the most current version will be available on this page.

## **9. Contact Us**

If you have questions about this policy, please contact us at:

### **Gruenstein Law PLLC**

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