

# Privacy Policy

*Effective Date: April 26, 2018*

Our office is committed to safeguarding your privacy. This Privacy Policy describes our website's policies and procedures on the collection, use, and disclosure of your personal information.

**IF YOU DO NOT AGREE TO BE BOUND BY THIS PRIVACY POLICY, PLEASE DO NOT USE OR SUBMIT ANY INFORMATION TO THIS WEBSITE.**

This Privacy Policy incorporates this website's Terms of Use. By agreeing to this Privacy Policy, you also accept these Terms of Use.

## Collection and Use

This website collects your personal information only when you provide it directly to us. For example, we collect your name and email address when you contact us with a comment or question so that we can respond to you. We also collect your email address when you subscribe to our mailing list. In addition, we may also collect certain technical information, such as your IP address and sensitive information, when you interact with our website. You may unsubscribe from our mailing list by following the instructions contained at the bottom of each newsletter.

## Disclosure

This website does not sell or rent your personal information under any circumstances. It is our policy to only share or disclose your personal information in the following limited circumstances:

- We may disclose your personal information to third party service providers that help provide services on our behalf.
- We may disclose your personal information if required to do so by law or in its good-faith belief that such disclosure is reasonably necessary to respond to a subpoena, court order, or other legal process.
- We may disclose your personal information to law enforcement officers or others, in its good faith belief that such disclosure is reasonably necessary to enforce our Terms of Use, respond to claims that any posting or other content violates the rights of third-parties, or protect the rights, property, or personal safety of users of this site, or the general public.
- We may also transfer or assign your personal information in connection with a sale, merger, consolidation, change in control, transfer in assets, or reorganization.

## Social Networking Websites and Blogs

You may be able to access social networking websites, like Twitter, Facebook, and Google+, as well as our other blogs. For example, when you "Like" one of our posts, that post may appear on your Facebook page. Please understand that these social networking websites and blogs have their own set of information practices. We recommend that you read those websites' privacy policies to understand how they collect, use, and share information.

## **Our Policy towards Children**

Our website is not intended or directed to children under the age of 13. We do not knowingly collect personal information from any child under the age of 13. If you are under the age of 13, please do not provide your personal information to us.

## **Changes to this Policy**

We reserve the right to change this Privacy Policy. We recommend that you check this website from time to time as we may revise this Privacy Policy. We will provide you with advance notice of a material change to the Privacy Policy by either email or by posting it on our website. The most current version of the policy will govern our use of your information and will always be at our privacy page. By continuing to use this website after those changes become effective, you agree to be bound by the revised Privacy Policy.

## **Questions**

If you should have any further questions about our privacy practices, or about the site in general, please contact us.