



# MCGINNIS LOCHRIDGE

## PRIVACY POLICY

This Privacy Policy describes how McGinnis Lochridge (“ML”) collects, uses, discloses, and maintains information collected from visitors to [www.mcginnislaw.com](http://www.mcginnislaw.com), our clients and prospective clients, our suppliers of goods and services, and any other individuals from whom we obtain Personal Data.

For purposes of this Privacy Policy, “Personal Data” means information that (either in isolation or in combination with other information held by the Firm) enables you to be identified as an individual or recognized directly or indirectly, and a “Data Subject” is any person whose Personal Data is being held.

### Collection of Personal Data

We collect Personal Data from a number of sources, either directly from the Data Subjects, or from clients, colleagues and publicly available sources. Where we receive data from clients about employees, customers or other individuals, the client is responsible for ensuring that any such data is transferred to us in compliance with applicable data protection laws.

The Personal Data we collect may include: name, title, organization, job responsibilities, email addresses, mailing addresses, phones numbers, government identifiers, passports and other identification documents, dates of birth, cookies and usage data.

We may use your Personal Data to contact you with newsletters or marketing materials. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send or by contacting us at [info@mcginnislaw.com](mailto:info@mcginnislaw.com).

### Cookies and Usage Data

We use cookies and similar tracking technologies to track the activity on our website, [www.mcginnislaw.com](http://www.mcginnislaw.com), and hold certain information. Cookies are files with small amounts of data, which may include an anonymous unique identifier. Some cookies are deleted once you close your browser, while other cookies are retained even after you close your browser so that you can be recognized when you return to a website. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our website.

We use Google Analytics, which allows us to recognize and count the number of users of our website and understand how such users navigate through our website. More information about these cookies is available at the [Google Analytics Cookie Usage on Website](#) webpage.

### Use of Personal Data

ML uses Personal Data to provide legal services, to comply with our legal and compliance obligations, to market legal services, to manage our business operations, to consider and/or evaluate potential goods and services suppliers, and to consider individuals for employment and contractor opportunities.



## Sharing of Personal Data

We may share Personal Data with suppliers and service providers to perform functions on our behalf and under our instructions. We may share Personal Data to comply with legal requirements, including to comply with any subpoena, court order or other legal process, to comply with a request from regulators, governmental representatives, or any other legally enforceable demand. We also share Personal Data to establish or protect our legal rights, property, or safety, or the rights, property, or safety of others, or to defend against legal claims. Finally, if ML is involved in a merger or acquisition, your Personal Data may be transferred in connection with the corporate transaction. Where ML comes into possession of Personal Data as a result of, or during the course of, an attorney-client relationship, Personal Data will only be shared in a manner that is consistent with our duty of confidentiality to those with whom we have such a relationship.

## Data Subject Rights

If you are in the European Economic Area (EEA), you have the following rights:

- Subject to certain exceptions, you have the right to request a copy of the Personal Data we are processing about you, which we will provide to you in electronic form. At our discretion we may require you to prove your identity before providing the requested information.
- You have the right to require that any incomplete or inaccurate Personal Data that we process about you is amended.
- You have the right to request that we delete Personal Data that we process about you, unless we are required to retain such data in order to comply with a legal obligation or to establish, exercise or defend legal claims.
- You have the right to request that we restrict our processing of your Personal Data where:
  - you believe such data to be inaccurate;
  - our processing is unlawful; or
  - we no longer need to process such data for a particular purpose, but where we are not able to delete the data due to a legal or other obligation or because you do not want us to delete it.
- You have the right to request that we transmit the Personal Data we hold in respect of you to another data controller, where this is:
  - personal information which you have provided to us; and
  - we are processing that data on the basis of your consent or in order to perform our obligations under contract to you (such as to provide legal services).
- Where the legal justification for our processing of your Personal Data is our legitimate interest, you have the right to object to such processing on grounds relating to your particular situation. We will abide by your request unless we have compelling legitimate grounds for the processing which override your interests and rights, or if we need to continue to process the data for the establishment, exercise or defense of a legal claim.
- If you have consented to our processing of your Personal Data, you have the right to withdraw your consent at any time, free of charge. This includes cases where you wish to opt out from marketing messages that you receive from us.

You have the right to complain to a Data Protection Authority about our collection and use of your Personal Data. For more information, please contact your local data protection authority in the EEA.



### **Data Security**

We have implemented IT and organizational measures in an effort to protect the Personal Data in our custody and control. While we aim to protect our systems, operations and information against unauthorized access, use, modification and disclosure, due to the inherent nature of the Internet as an open global communications vehicle and other risk factors, we cannot guarantee the absolute security of Personal Data, during transmission or while stored on our systems.

### **Data Transfers**

Your information, including Personal Data, may be transferred to — and maintained on — computers located outside of your state, province, country or other governmental jurisdiction where the data protection laws may differ from those in your jurisdiction.

If you are located outside the United States and choose to provide information to us, please note that we transfer the data, including Personal Data, to the United States and process it there.

Your consent to this Privacy Policy, followed by your submission of such information, represents your agreement to that transfer. ML will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

### **Data Retention**

We retain Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We also retain and use Personal Data to the extent necessary to comply with our legal obligations, resolve disputes, and enforce our legal agreements and policies.

### **Do Not Track Signals**

We do not support Do Not Track signals.

### **Links to Other Sites**

Our Service may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over, and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

### **Changes to This Privacy Policy**

This Privacy Policy may be updated from time to time, and the effective date of this policy is posted below. We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of our website and services after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you by placing a prominent notice on our website, or as otherwise required by law.

### **Contact Us**

If you have any questions about this Privacy Policy, please contact us at [info@mcginnislaw.com](mailto:info@mcginnislaw.com).

Policy Effective Date: July 17, 2018