

# PRIVACY POLICY

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Lightfoot, Franklin & White LLC (“Lightfoot” or “We”) understands your concerns about privacy and is committed to protecting your privacy through our compliance with this notice.

## INFORMATION COLLECTION

We do not actively collect any information that identifies you personally, such as your name, address, telephone number or email address, other than a domain name and Internet Protocol (IP) address. The domain name and IP address reveals nothing personal about you other than the IP address from which you have accessed our site. We may also collect information about the type of Internet browser you are using, operating system, what brought you to our site, as well as which of our website’s pages you have accessed.

We receive non-personal data through cookies, log files and third-party analytics when you access our site.

- **Cookies** are pieces of stored information on a user’s computer or device that are tied to information about the user and used to provide smoother navigation throughout the site, such as to store a saved password; to identify user trends, such as page views; and for other internal purposes, such as to assess the effectiveness of the site. You have the option of setting your computer to disable cookies or to alert you when cookies are being used. If you choose to disable cookies, please be aware that portions of the site may not function properly.
- **Log files** store information such as a user’s IP, browser type, Internet Service Provider (ISP), referring/exit pages, platform type, date/time stamp and number of clicks. Like most websites, the site uses log files to analyze trends, administer the site and track users’ movement on the site in the aggregate.
- **Third party analytics** are provided by automated devices and applications, such as Google Analytics and Google Analytics Advertising Features, to evaluate the use of our services. The Google Analytics Advertising Feature we use is Demographic and Interests Reporting. We use these tools to gather non-personal data about users to help us improve our services and user experiences. These analytics providers may use cookies and other technologies to perform their services and may combine the information they collect about you on our sites with other information they have collected for their own purposes. To opt out of Google Analytics, [click here](#). This Policy does not cover such uses of data by third parties.

## PROTECTING CHILDREN

The site is intended for use by businesses and individuals. The site is not intended for children under 13 years of age. Lightfoot does not knowingly collect or use any information about individuals who are 13 years of age or younger. If you are under 13, do not use or provide any information on the site or provide any information about yourself to us, including your name, telephone number, email address or any screen or user name you may use.

## EXTERNAL LINKS

There are external links to other websites throughout the site. Please note that Lightfoot is not responsible for the privacy policies of those other websites and hereby disclaims any liability or responsibility in connection with such linked websites.

## **DISCLOSURE OF INFORMATION**

We do not share your personal information with any third parties without your consent except as follows: to comply with law or protect the safety of our users or others; or with service providers performing services on our behalf. Any service providers employed by us will have access to your personal information solely to the extent necessary to enable them to perform services on our behalf and will be contractually prohibited from using the personal information for any other purpose.

## **INFORMATION SECURITY**

Our site employs industry standard information security measures designed to protect against loss, misuse or alteration of information you provide us through the site.

The site protects your personal information using encryption through Secure Sockets Layer (SSL). SSL is a function that encrypts all information sent through the site so that third parties cannot access such information in transmission. We protect against, but are not responsible for, unauthorized access to information by hackers or other third parties who obtain access through illegal means.

## **ACCEPTANCE OF PRIVACY POLICY TERMS**

By using this site, you consent to the collection and use of information as specified above. If we make changes to our Privacy Policy, we will post those changes on this page.

## **CONTACT INFORMATION**

To ask questions or comment about this Privacy Policy and Lightfoot's privacy practices, contact us at [lfwlaw@lighfootlaw.com](mailto:lfwlaw@lighfootlaw.com).

## **EFFECTIVE DATE**

This policy is effective as of May 25, 2018.