

## Our Commitment to Privacy

The law office of Michael J. Davis is deeply committed to your right to privacy and takes your privacy seriously. We have very strict privacy policies and we strive to keep your personal and financial information secure.

- This Privacy Policy covers the Law Office of Michael J. Davis' treatment of personally identifiable information that the law office collects when you are on the Law office of Michael J. Davis' site, and when you use their services.
- We pledge to hold all information you provide to us in absolute privacy.
- We will NEVER share your name, e-mail address or personal information with any third party, unless specifically authorized by you.
- We NEVER sell or rent our mailing list.
- Only authorized employees may access your information. All employees are required to adhere to our strict privacy policies and any employee who violates the privacy policy is subject to termination and other disciplinary measures, up to being criminally prosecuted for their violation.
- The Law Office of Michael J. Davis only collects personally identifiable information you provide in order for you to access and use our customized services. This personal information is necessary to generate the legal documents created by us. Personally identifiable information includes, but is not limited to, first and last name, physical address, zip code, email address, phone number, credit card information, financial information, mortgage information, automobile information, personal wedding information, and other sensitive information necessary to generate proper legal documents.

Please be advised that certain personal information becomes public record upon the filing of documents with the state or the court. For example, your name and address will become a matter of public record when you file your documents with the court. The Law Office of Michael J. Davis' privacy policy does not cover actions by the court or legal news publications which often publish information regarding public filings.

Furthermore, if the Law Office of Michael J. Davis is required by law to comply with a valid legal requirement such as law, federal regulation, search warrant, subpoena or court order, the Law Office of Michael J. Davis may be required to release personal information. We may also use personal information in a manner that does not identify you specifically nor allow you to be contacted but does identify certain criteria about our users in general. For example, we may inform third parties about the number of registered users, number of unique visitors, and the pages most frequently browsed.

We may use third-party advertising companies to serve ads on our behalf. These companies may employ cookies and action tags also known as single pixel gifs or web beacons to

measure advertising effectiveness. Any information that these third parties collect via cookies and action tags is completely anonymous.

The Law Office of Michael J. Davis currently retains personally identifiable information for a period of seven years. The reason for this lies in the fact that oftentimes, users will request their legal documents for revision and update purposes. If at anytime you wish to delete all of your personally identifiable information from our site, you may e-mail us or you may reach us at (513) 604-8391.

### **Our Commitment To Data Security**

To prevent unauthorized access, we have implemented physical and managerial procedures to safeguard and secure the information we collect. All credit card processing and information is transmitted to us by secure servers. Documents are delivered to you either via regular U.S. mail, Express U.S. mail or via e-mail.

**IF FOR ANY REASON YOU BELIEVE THAT YOUR PRIVACY HAS BEEN BREACHED THROUGH THE USE OF OUR SITE, YOU MAY CONTACT US IMMEDIATELY AT (513) 604-8391.**