

"Justice for all"  
"Justicia para todos"  
"Justiça para todos"



## **PRIVACY POLICY FOR MILLÁN LAW OFFICE**

### **INTRODUCTION**

At Millan Law Office, we value your privacy, and our top priority is safeguarding your personal and sensitive information. Our Privacy Policy outlines how we collect, use, and protect your information. We understand the importance of confidentiality and privacy as a matter of professional ethics and trust. Whether seeking legal advice or representation or simply exploring our website, rest assured that your privacy is paramount to us. If you have any questions or concerns about our Privacy Policy, please do not hesitate to contact us.

### **INFORMATION COLLECTION**

We collect information from clients when they seek legal advice, visit our website, sign up for our newsletter, or participate in surveys. This information includes Personal Identification Information (PII) like name, address, email, phone number, and relevant legal information. Clients may also provide additional information if they choose to do so. Our website uses cookies, server logs, and analytics platforms like Google Analytics to collect information about your visit. This includes the pages you viewed, the time spent on our site, and your IP address.

### **USE OF PERSONAL INFORMATION**

At Millan Law Office, we value the trust you place in us when you provide us with your personal information. The information we collect is essential for administering our business activities, enhancing our provision of legal services, and facilitating superior customer service. The information we gather is used for the following purposes: providing legal

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services and advice, communicating updates, news, and information related to our services, improving our services and client experiences, and complying with legal and regulatory obligations.

- **Cookies**

A cookie is a small text file that contains an anonymous unique identifier. When you visit a website, your computer may ask your computer for permission to store this file in a designated area of your hard drive. Your browser will only allow a website to access the cookies it has already sent to you and not the cookies sent to you by other websites to protect your privacy.

- **IP Addresses**

Your device is assigned a unique IP address whenever you connect to the internet. Our web server automatically collects these IP addresses as part of demographic and profile data and uses them to send you the web pages you request.

- **Email Information**

If you decide to communicate with us via email, please note that we may keep your email address, the content of your email messages, and our responses. We ensure that these electronic communications are protected with the same level of security as the information we receive through online forms, mail, and phone. This applies whether you register for our website, sign up for our services using your email address, or purchase on our site. For more details, please refer to our email policies.



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## **Here's how we use your personal information:**

**Administer Services:** We use your personal information to offer and improve our legal services, manage our client relationships, and facilitate your access to a wide range of legal resources.

**Customer Service:** Your information helps us to respond effectively to your requests, tailor our services to meet your needs, and communicate with you about your case or inquiries.

**Enhancement of Services:** We analyze information in the aggregate to understand our client's needs and to develop, enhance, and provide services that meet these needs.

**Collection:** We only collect personal information you voluntarily provide us through forms, email communications, or other direct contacts. This includes information necessary to engage our services, such as your name, address, email address, phone number, and other details relevant to your legal needs.

**Consent:** By providing this information, you are giving us your consent to use, collect, and disclose your personal information only for the purposes we have disclosed. If you choose not to provide us with certain essential information, we may be unable to offer our services.

## **DATA SECURITY**

We take several measures to ensure the security of your personal information. These include storing it securely, limiting access, and reviewing our data handling practices regularly.



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## **ACCESS TO YOUR INFORMATION**

We respect your privacy and believe in transparency regarding handling your personal information. As our valuable client, we are committed to upholding your rights, which include the right to request access to the personal information we have about you, the right to ask for corrections to be made in case of any inaccuracies, and the right to request the deletion of your personal information (subject to any legal or ethical reporting or document retention obligations).

## **NON-DISCLOSURE TO THIRD PARTIES**

At Millan Law Office, we value the privacy of our clients and ensure that their information is not sold, rented, or leased to any third parties. However, we may share client information with third-party service providers who assist us in operating our business, provided they agree to keep this information confidential. We may also disclose client information to legal authorities if required by law or if we believe in good faith that such action is necessary to comply with legal processes.

## **EMAIL POLICIES**

Millan Law Office is acutely aware of the sensitivity and importance of email communications in the legal context. Our email privacy policy is designed to respect and protect the confidentiality of all electronic correspondence. When you email Millan Law Office, whether to inquire about our services, seek legal advice, or for any other purpose, your email address and the contents of your message are treated with the strictest confidentiality. We do not use email addresses for any purpose outside of direct



communication related to your specific case or inquiry, nor do we share, sell, or disclose your email information to third parties without your explicit consent, except as required by law. Our commitment extends to ensuring that all email communications are securely managed and stored, with access limited to authorized personnel only, thereby safeguarding the privacy and integrity of your electronic communications with our office.

## **SPAM COMPLIANCE**

Millan Law Office is committed to upholding the highest standards of integrity in all our communications, including strict compliance with anti-spam laws. We support clients' and contacts' right to control their email inboxes. As part of our privacy policy, we ensure that all email communications sent by our office are lawful, transparent, and respectful of your preferences. Our practice includes obtaining your express consent before sending you email communications, providing clear information on how to opt out of future emails, and ensuring that every email we send includes an easy-to-use unsubscribe link. This approach ensures that our communications comply with applicable anti-spam legislation and align with our respect for your personal preferences and privacy. We monitor our email practices continuously and update our policies as necessary to ensure ongoing compliance and to safeguard your rights to privacy and choice.

## **OPT-OUT CHOICE**

Millan Law Office is dedicated to respecting your privacy and ensuring you have control over your personal information. In alignment with this commitment, our Privacy Policy provides you with the opt-out choice for receiving marketing materials, newsletters, or any



other communications from us. Should you decide at any time that you no longer wish to accept these communications, we have made the process of opting out straightforward and hassle-free. You can easily unsubscribe from our mailing list by following the unsubscribe link in the footer of every email we send or by directly contacting us with your request to be removed from our distribution lists. Upon receiving your opt-out request, we will promptly remove your contact information from our marketing databases, ensuring you no longer receive unsolicited communications from our office. This opt-out choice is part of our commitment to uphold your privacy rights and preferences, giving you control over your personal information and the communications you receive from the Millan Law Office.

### **USE OF EXTERNAL LINKS**

Millan Law Office's website may contain links to external sites for our clients' and visitors' convenience and information. Please be aware that we do not control and are not responsible for such other sites' content or privacy practices. Our Privacy Policy applies solely to information collected by our website and services. When you use these external links, the privacy policies of the respective sites will govern the information you provide or that is collected from you. We encourage our clients and website visitors to be cautious when leaving our site and to read the privacy statements of any other site that collects personally identifiable information. This policy is in place to ensure our clients are informed about their privacy, even as they navigate away from Millan Law Office's website, emphasizing our commitment to transparency and trust in all our interactions.



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## **INTELLECTUAL PROPERTY RIGHTS**

The content available on Millan Law Office's website, including but not limited to text, graphics, logos, images, and the overall "look and feel," constitutes the intellectual property of Millan Law Office or is used under license from third-party owners. Such intellectual property is protected under federal and state laws and international copyright and trademark laws. Unauthorized use, reproduction, or distribution of any material from our website without the express written permission from the Millan Law Office is strictly prohibited. This includes any attempt to replicate or use our intellectual property for commercial purposes, personal gain, or to infringe upon the proprietary rights of Millan Law Office. Our Privacy Policy emphasizes our commitment to protecting our intellectual property as an integral part of respecting the legal rights and interests of Millan Law Office and its clients. We encourage users to ask us for permission to use our intellectual property to ensure compliance and respect for our legal rights.

All copyrights, trademarks, patents, and other intellectual property rights in and on our website and all content and software located on the site shall remain the sole property of or its licensors. Using our trademarks, content, and intellectual property is forbidden without our express written consent.

## **ACCEPTABLE USE**

In our commitment to maintain the integrity and security of our services and the privacy of our clients, Millan Law Office outlines specific guidelines for acceptable use of the information provided through our website and services. This acceptable use policy is



designed to prevent the misuse of personal data and ensure that all interactions with the Millan Law Office are secure, respectful, and lawful. Users are prohibited from using the information obtained from our services for any unlawful activities, including but not limited to fraud, identity theft, unauthorized advertising, spamming, or any other activity that infringes on the rights of others or violates any applicable laws. Additionally, users must not engage in any actions that could compromise the security of our network, servers, or other users' privacy. Any attempt to breach our security measures, access information without authorization, or disrupt our services will be addressed with the utmost seriousness and may lead to legal action. By adhering to these guidelines, we ensure that our digital environment remains safe and respectful for all our clients and staff, protecting the privacy and integrity of the sensitive information entrusted to us.

You agree to use our website only for lawful purposes and in a way that does not infringe the rights of, restrict, or inhibit anyone else's use and enjoyment of the website. Prohibited behavior includes harassing or causing distress or inconvenience to any other user, transmitting obscene or offensive content, or disrupting the normal flow of dialogue within our website. You must not use our website to send unsolicited commercial communications. You must not use the content on our website for any marketing-related purpose without our express written consent.

## **RESTRICTED ACCESS**

Millan Law Office implements stringent measures to ensure restricted access to personal and sensitive information entrusted to us by our clients. Access to this information is strictly





limited to authorized personnel within our law office with a legitimate business need or legal obligation to handle such information. We maintain robust physical, electronic, and procedural safeguards to protect your personal information from unauthorized access, use, disclosure, alteration, or destruction. Our staff are regularly trained regarding our privacy and security policies to ensure compliance and uphold our commitment to confidentiality. Our commitment to restricted access extends to all data storage and communication forms, ensuring your privacy is preserved at every level of our operations. This policy is a cornerstone of our practice, reflecting our dedication to maintaining the trust and confidence of our clients by safeguarding their personal and confidential information with the utmost care and responsibility.

## **USE OF TESTIMONIALS**

In our commitment to transparency and trust, Millan Law Office may occasionally share client testimonials on our website and marketing materials. These testimonials highlight the experiences and outcomes of our clients with our legal services. Before publishing any testimonial, we obtain express consent from the client to use their statement and, if applicable, their name or any personal identifiers. We are dedicated to ensuring that these testimonials accurately reflect our clients' views and experiences while respecting their privacy and confidentiality. If a client wishes to retract their testimonial at any time, we are committed to promptly complying with their request and removing the testimonial from all platforms. This policy is part of our broader commitment to privacy and ethical practice, ensuring that all client feedback is handled with the utmost respect for individual privacy



preferences and legal requirements.

## **DISCLAIMER AND LIMITATION OF LIABILITY**

The Millan Law Office provides information through our website; communications are for general informational purposes only. All information on the site is supplied in good faith; however, we make no representation or warranty of any kind, express or implied, regarding the accuracy, adequacy, validity, reliability, availability, or completeness of any information on our site or in our communications. Under no circumstance shall we have any liability to you for any loss or damage incurred due to the use of our site or reliance on any information provided. Your use of our site and reliance on any information is solely at your own risk. This disclaimer extends to our Privacy Policy, where Millan Law Office expressly disclaims any liability for any misuse of personal information beyond our reasonable control or for any third-party websites that may be accessed through links from our website. We encourage all users to read the privacy policies of any third-party websites they visit.

## **TERMS AND CONDITIONS FOR MILLAN LAW OFFICE PRIVACY POLICY AND WEBSITE/FACEBOOK CONTENT**

Welcome to Millan Law Office. The following terms and conditions govern your use of our website, including any content, functionality, and services offered on or through our website and our Facebook page. By accessing or using the website and our Facebook page, you accept and agree to be bound by these terms and conditions. You must not access or use our website or Facebook page if you disagree with these terms.

**1. Privacy Policy Agreement:** By using our website or Facebook page, you consent to



collecting and using your information as outlined in our Privacy Policy. Millan Law Office is committed to protecting your privacy and ensuring the confidentiality of your personal information by applicable laws and regulations.

**2. Content Ownership and Use:** All content on Millan Law Office's website and Facebook page, including texts, graphics, logos, images, as well as the compilation thereof, and any software used on the site, is the property of Millan Law Office or its content suppliers and protected by copyright and trademark laws. You may use the content for your personal, non-commercial use. Still, you may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products, or services obtained from our website or Facebook page without our express written consent.

**3. Prohibited Uses:** You may use our website and Facebook page only for lawful purposes and by these terms and conditions. You agree not to use the website or Facebook page:

- In any way that violates any applicable federal, state, local, or international law or regulation.
- To exploit, harm, or attempt to exploit or harm minors in any way.
- To send, knowingly receive, upload, download, use, or re-use any material that does not comply with the content standards set out in these terms and conditions.
- To transmit or procure the sending of any advertising or promotional material without our prior written consent.



**4. Disclaimer of Warranties:** The content on Millan Law Office's website and Facebook page is provided "as is" without any warranties, either express or implied. Neither Millan Law Office nor any person associated with Millan Law Office makes any warranty or representation concerning the completeness, security, reliability, quality, accuracy, or availability of the website or Facebook page.

### **CHANGES TO OUR PRIVACY POLICY**

Millan Law Office reserves the right to update this privacy policy anytime. We will notify clients of any changes by posting the new policy on our website. Clients are encouraged to review our privacy policy periodically.

### **CONTACT US**

If you have any questions or concerns about our privacy policy or the handling of your personal information, don't hesitate to get in touch with us at:

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This policy is effective as of 01/01/2024.