

August 08, 2018

PRIVACY POLICY

Johnston, Allison & Hord, P.A. is a law firm organized as a professional organization under the laws of North Carolina. References in this Privacy Policy to the “Firm,” “we,” “us,” and “our” refer to Johnston, Allison & Hord, P.A. This Privacy Policy is intended to inform you about the information we collect from visitors to our website, how we use that information, and with whom that information is shared. Please read our Privacy Policy carefully to get a clear understanding of how we collect, use, protect and otherwise handle your information that we receive through our website. If you do not agree with our policies and procedures, you can choose not to use our website. By accessing our website, you agree to this Privacy Policy. This Privacy Policy is subject to change from time to time, and your continued use of our website is deemed an acceptance of those changes.

Scope of this Privacy Policy

This Privacy Policy is limited to the information that we collect through our website. It does not apply to other information that you provide to us, or that we obtain through other means. For example, this Privacy Policy does not apply to information that you share with our attorneys and other employees in person, in writing, in email messages, or over the phone.

Information that We Collect from the Visitors to Our Website

In general, we collect two types of information when you visit our website. First, we automatically collect certain technical information such as IP addresses and information obtained through cookies. Please see the section labelled “Technical Information” below for further information. Second, we collect personal information that you voluntarily provide to us when you submit information through the “Contact Us” function on our website. This may include personally identifiable information such as your name, address, phone number, email address.

How We Use your Information

We may use the information that you provide and that we collect through our website to do any of the following:

- To present our website and its content to you
- To contact you if you have used the “Contact Us” function of this website
- To respond to requests for information or to provide you with information about services that you request

- To respond to lawful requests for information through court orders, subpoenas, and other legal processes
- To fulfill any other purpose for which you have provided information to us
- To enforce our rights arising under this Privacy Policy, any other terms and conditions relating to the use of our website, or any contract (including our engagement letter) between you and us
- To protect the security of our website
- For any other purpose with your consent

We will not share or sell your personal information to third parties for marketing purposes.

Disclosure of Your Information

In general, we do not sell, trade, or otherwise transfer your personally identifiable information to outside parties; however, we may disclose such information as follows:

- To contractors, service providers, and other third parties we use to support our website and business operations
- To fulfill the purpose for which you provide it
- For any other purpose disclosed by us when you provide the information
- With your consent
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request
- To enforce our rights arising under this Privacy Policy, any other terms and conditions relating to the use of our website, or any contract (including our engagement letter) between you and us, as well as for billing and collection purposes
- If we reasonably believe disclosure is necessary or appropriate to protect the rights, property, or safety of the Firm, our clients, attorneys, or staff

Removal of Your Information

You are under no obligation to provide us with any of your personal information when visiting our website. You are solely responsible for determining what personal information, if any, you include when you use the “Contact Us” function of our website. You can withdraw your consent at any time to our possession or processing of any personal information that you have provided to us through the

“Contact Us” function of our website. Please note that there may be a delay in deleting your personal information after you submit your request.

Data Security

We have implemented commercially reasonable measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure. All information you provide to us is stored on our secure servers behind firewalls. Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible. We also use regular malware scanning. Unfortunately, the transmission of information via the internet is not completely secure. Although we use reasonable efforts to protect your personal information, we cannot guarantee the security of your personal information transmitted to or through our website. Any transmission of personal information is at your own risk. We are not responsible for circumvention or failure of any privacy settings or security measures contained on our website.

Technical Information

As you navigate through and interact with our website, we may use automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our website, including traffic data, location data, logs, and other communication data and the resources that you access and use on our website
- Information about your computer and internet connection, including your operating system and browser type

The information we collect automatically is only statistical data and does not include personal information. It helps us to improve our website and to deliver a better and more personalized service.

The technologies we use for this automatic data collection may include:

- **Cookies.** A cookie is a small file placed on the hard drive of your computer. Certain features of our website may use local stored objects (or Flash cookies) to collect and store information about your preferences and navigation to, from, and on our website. Flash cookies are not managed by the same browser settings as are used for browser cookies. Some content or applications on our website are served by third parties. These third parties may use cookies alone or in conjunction with other tracking technologies to collect information about you when you use our website. The information they collect may be associated with your personal information or they may collect information, including personal information, about your online activities over time and across different websites and other online services. They may use this information to provide you with interest-based (behavioral) advertising or other targeted

content. We do not control these third parties' tracking technologies or how they may be used. If you have any questions about an advertisement or other targeted content, you should contact the responsible provider directly.

If you do not want information collected through the use of cookies please disable them by following the instructions for your browser. Information about the procedure you are required to follow in order to disable cookies can be found on at <http://www.allaboutcookies.org/manage-cookies/index.html>.

Third-Party Links

Our website may contain links to third-party websites and social media platforms. These third-party sites have their own privacy policies and terms of use that are not controlled by the Firm or this Privacy Policy. You should carefully review the terms and conditions that apply to these third-party sites. We have no responsibility or liability for the content and activities of these linked sites. We are not responsible for any information that you provide through these third-party websites.

Notice to California Residents

If you are a California resident, California law may provide you with additional rights regarding our use of your personal information. Upon request, we will provide you with a list of certain categories of personal information that we have disclosed to third parties. To make such a request, please reach out to us through the "Contact Us" function of our website. Please note that we currently do not disclose any of your personal information to third parties for their direct marketing purposes.

Notice to Minors

Our website is not directed at and is not intended to be visited by minors (*i.e.*, persons under the age of 18). If you are a minor, do not visit this website or any of the Firm's social media platforms. If you are a minor, do not provide any personal information through our website and do not use the "Contact Us" function for any reason.

Notice to Residents of the European Union

When you access our website and submit personal information to us through the "Contact Us" function, you are transferring your personal information from the European Union to the United States. Please be advised that the European Union has determined that the laws of the United States do not provide adequate protection for your personal information. For purposes of the European Union's General Data Protection Regulation, the Firm is the data controller of any personal information you provide us through our website. Our Firm is located in the United States and we have no data protection officer in the European Union. Your information will be stored on servers located in the United States. We do not intend to transfer any personal information you provide us through our website to any other country (except back to you). If you have any questions regarding

how our Firm handles your personal information in connection with GDPR, please contact us via the “Contact Us” function of our website.

Changes to our Privacy Policy

We may update this Privacy Policy at any time. You should periodically check our Privacy Policy to learn about any updates or revisions.

No Attorney-Client Relationship

Nothing contained in this Privacy Policy or our website is intended to provide you with legal advice or create an attorney-client relationship. Likewise, when you submit information through the “Contact Us” function of this website, no attorney-client relationship is created. You agree that visiting our website and providing information through the “Contact Us” function does not create an attorney-client relationship, nor does it constitute legal advice on behalf of the Firm.

Contact Us

If you have any questions about this Privacy Policy or our website, please contact us via the “Contact Us” function of our website.