

## Privacy Policy

Virtual Law Practice permits the attorney to interact with clients completely online through technological means. This removes the need for a brick-and-mortar office and the costs associated with one. The virtual law office also gives lawyers increased flexibility to work from practically anywhere at any time. Cloud computing, storage and software enable the attorney to essentially “bring the practice” on the road to anywhere with internet access. This in turn means: a) lower costs for clients; b) enhanced accessibility; c) increased flexibility; and d) high-standard legal service not otherwise seen online with businesses like Rocket Lawyer and Legal Zoom.

Virtual Law Offices can be defined any number of ways depending on who you ask. While technology plays a central role in their operation, the reality is that most, if not all firms are operating, at least in some sense, “virtually”. Whether it is the use of cloud-based document storage or a SaaS (Software as a Service) accounting platform, like Intuit QuickBooks, most firms incorporate at least some measure of “Virtual” functionality into their operations.

A 100% Virtual Law Office incorporates multiple virtual functions into a law firm model that enables attorneys and support staff to access essential firm functions, documents and client files at any time and from anywhere.

### Common characteristics

#### Benefits

Virtual Law Firms offer a number of benefits to both the client and the attorney. These include:

- ▶ Extensive geographical reach
- ▶ Lean operations and operational flexibility
- ▶ 24-hour accessibility to files and records from anywhere with an internet connection
- ▶ Scheduling flexibility
- ▶ Minimal operational expense and low overhead which can be converted into more attractive client pricing
- ▶ Client flexibility to work with the attorney from their home or work during traditional or non-traditional work hours when it fits into their daily routine

**PRIVACY POLICY OF PLAN AND PROTECT LAW FIRM.** I respect your privacy. This Privacy Policy sets forth my Firm’s policy with respect to the types of information we may collect from you or that you may provide when you visit my website, including any content, services, functionality, mobile applications, downloadable materials, and courses (“the Services”). If you do not agree with our Privacy Policy, your choice is to not use our website. By accessing or using this Website, you agree to this Privacy Policy and the Terms of Use found here: [link to Website Terms of Use].

**WHEN WE COLLECT INFORMATION FROM YOU.** We collect data and process data when you access our website, fill out forms on our website, register, make a purchase, sign up for our newsletter, respond to a survey, surf the Website, or use or view our website via your browser’s cookies. Our Company may also receive your data indirectly from the following sources: [Facebook, Instagram, Tik Tok, YouTube, Twitter].

**COLLECTION OF VOLUNTARY INFORMATION.** When you visit our website or use our Services, we collect certain types of information from you. This includes your name, email address, mailing address, phone number, credit card information, age, sex, marital status, race, nationality, information you enter through our secure third-party portal, or other information you provide to us.

**AUTOMATIC DATA COLLECTION.** We also collect information automatically through cookies and other tracking technologies such as information about your internet connection, your IP address, traffic and location data, logs and other information. The information we automatically collect helps us to improve our website and deliver a better service.

**HOW WE COLLECT INFORMATION FROM YOU.** The technologies we use for automatic data collection include “cookies.” Cookies are small files placed on the hard drive of your computer that enables the website or service provider’s systems to recognize your browser and remember certain information. We use functionality cookies to recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. We use cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our third-party partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website. You may refuse to accept browser cookies by activating the appropriate setting in your browser, but if you do, you may not be able to access certain parts of our website or Services. We also use flash cookies or web beacons for automatic data collection. You may also provide information that is public or displayed on public areas of the Website or transmitted to other users of the Website or third parties (“User Content”). Your User Content is transmitted to others at your own risk.

**HOW WE USE YOUR INFORMATION.** Processing of your information is necessary for the purpose of legitimate interests and does not infringe on any fundamental rights and freedoms. We use your information to understand and store information about visitor’s preferences, to compile aggregate data about site traffic and site interactions, to provide you with information, products, or services that you request from us or that we think you may like, to provide you with notices about your account, to carry out billing and collection, for customer support, for marketing purposes, and in any other way we describe when you provide information to us. We do not sell personal information or consumer data for monetary gain or valuable consideration.

**THIRD PARTY DISCLOSURES.** Our Company Website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

**HOW WE STORE AND PROTECT USER INFORMATION.** Company securely stores your data. We have implemented security measures designed to protect your visit to the Website.

**CHANGES TO PRIVACY POLICY.** We reserve the right to update this Privacy Policy. You are responsible for visiting this Website and Privacy Policy to check for any changes. Therefore, we encourage you to review the Privacy Policy frequently.

**PRIVACY POLICY INQUIRIES.** The Firm welcomes inquiries about this Privacy Policy or this Website. Please email any inquiries to sjh at stephenhealy.com