

# **PRIVACY POLICY**

## **Law Office of Alan Sakowitz**

**Scope and Application of This Privacy Policy.** This Privacy Policy applies to personal information collected by the Law Office of Alan Sakowitz through my website, through email and other electronic communications, through in-person meetings and consultations, and in connection with my provision of legal services. Personal information, as used in this Privacy Policy, means information that identifies, relates to, describes, or is capable of being associated with a particular individual. This Privacy Policy does not apply to information that has been anonymized or aggregated such that it can no longer reasonably identify a specific individual. As an attorney licensed to practice law in the State of Florida, I am bound by and comply with the Florida Rules of Professional Conduct, which impose strict obligations regarding the confidentiality of client information. This Privacy Policy supplements, but does not supersede, those professional obligations.

**Information I Collect.** I may collect various categories of personal information depending on the nature of your interaction with me. When you retain me to provide legal services, I collect information necessary to represent you effectively, including your name, contact information, identification documents, financial information, and information related to the legal matter for which you have engaged our services. When you visit my website, I may collect information automatically, including your internet protocol address, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and information about your visit, including the pages you view, how long you remain on particular pages, and the links you select.

When you submit inquiries through my website contact forms or email me directly, I collect the information you voluntarily provide, such as your name, email address, telephone number, and the substance of your inquiry. If you subscribe to receive newsletters, legal alerts, or other communications from me, I collect your email address and any preferences you indicate. When you register for or attend my events, seminars, or webinars, I collect registration information and may collect information about your attendance and participation. I may also collect information about you from third parties, including from our clients in connection with providing legal services, from other professionals and service providers with whom I work, from publicly available sources, and from business contacts who provide me with your information for legitimate business purposes.

**How I Use Your Information.** I use the personal information we collect for various legitimate purposes essential to our legal practice and business operations. I use your information to provide legal services to you or my clients, including conducting legal research, preparing legal documents, communicating with you and other parties, and representing your interests. I use your information to respond to your inquiries and requests for information about my services. I use your information

to evaluate potential conflicts of interest and to perform client intake and due diligence procedures. I use your information to communicate with you about legal developments, firm news, events, and other matters that may be of interest to you, where you have consented to receive such communications or where permitted by applicable law. I use your information to manage and improve my website, including to analyze website usage patterns, diagnose technical problems, and enhance the user experience. I use your information to comply with legal and regulatory obligations, including compliance with professional responsibility rules, court orders, subpoenas, and other legal processes. I use your information to protect my rights and property and the rights and property of my clients, including to enforce my agreements and to prevent fraud or other unlawful activity. I use your information for general business administration purposes, including billing, accounting, and record-keeping.

This privacy policy may be modified from time to time.

For more information contact [alan@SakowitzLaw.com](mailto:alan@SakowitzLaw.com)