

Model Privacy Policy - [ORGANIZATION NAME] (Include effective date)

ORGANIZATION ("Abbreviation if necessary") provides legal services. To provide these services to you, we need some information about you. We use your information to assist you, and to improve the services we offer.

This Policy will explain:

- (I) What information we gather;
- (II) How we use that information, and who we may share it with; and
- (III) How you can change the information we already have about you, and how we will tell you about any changes to this policy.

I. Information We Gather

- (1) Information we ask you for:

When you use our website to contact us, we ask for your name, address, and contact information. We may also ask if we have helped you with any legal problems before.

We do not use our website to collect or keep information about children under 13 years of age. The services we offer through our website are not intended for minor children.

- (2) Information our website collects about your computer:

Our website uses a service called Google Analytics to help us understand more about our website visitors. Google Analytics collects some information from the computer you use to visit our website, such as:

- Your computer's operating system;
- Your web browser (such as Mozilla Firefox);
- Your computer's IP address;
- Information about the last time you visited our website, which may be stored on your computer in files called "cookies." You can delete these cookies whenever you'd like, or set your web browser not to allow them at all.

The information gathered by Google Analytics does not personally identify our website visitors, but it can tell us about where they are located, what parts of our website they visit, and if they visit more than once.

More information on Google Analytics and Google's Privacy Policy can be found at <http://www.google.com/analytics/learn/privacy.html>.

II. How We Use Your Information

(1) We use information that you share with us:

- To help provide legal services to you;
- To communicate with you, and to share news and information about ORGANIZATION with you;
- For our records. We will keep your information in our files for a maximum of [X] months after you finish using our services.

We **will never** sell your information. We may share your information as part of a legal service (for example, including your name and address on a court form we submit for you), or if we are required to by law (for example, if we receive a subpoena or a request from a government agency).

(2) How we use information our website collects about your computer:

Google Analytics uses "first-party" cookies that can only be seen by ORGANIZATION's website. The information in these cookies helps us understand how people use our website. We want to know things, like what topics are most popular on the ORGANIZATION website, and what neighborhoods our visitors live in, that help us improve our services.

If you don't want to share this information, you can disable cookies in your web browser. For more information on how to disable cookies in your browser, please see your browser's "Help" menu. You can also visit <http://www.allaboutcookies.org/manage-cookies/> for more information.

ORGANIZATION is not responsible for any information available at www.allaboutcookies.org.

III. Changing Your Information, and Keeping Up With Changes to this Policy

It is important that we have accurate information in order to provide you with effective assistance. If you would like to update any information you've given us previously, or change any preferences related to what information we may send you, please contact [CONTACT INFO].

We have the right to change this policy in the future. The current policy can be found at [webpage address]. Old versions of this policy can be found at [webpage address].