

## **HortySpringer Privacy Policy**

This website collects any data you give us on one of our contact or subscription forms. It also collects data about use of the website, including through cookies. This Privacy Policy lists the data that Horty, Springer & Mattern, PC (we,” “us,” “our”) collect at this site and lists our policies and procedures related to that data.

This Privacy Policy relates only to this website and not to any third-party site or service linked to this website or recommended or referred by us or through this website.

### **A. Personal Data We Collect**

As you can see by reviewing them, the contact and subscription forms on this website collect first name, last name, phone number, mailing address and e-mail address.

We also collect data on how this website is used: number of page visits and duration, type of browser, etc. This “usage data” may include personal data, like your Internet Protocol (“IP”) address.

Some of this usage data comes through “cookies.” A cookie is a string of data our system sends your computer and then uses to identify your computer when you return to this website. You can set up most browsers to refuse all cookies or to notify you of any cookies you receive. But if you don’t accept cookies, you won’t be able to make as efficient use of this website.

This website is not meant to collect data from children or from anyone under 18. If you know of children’s information collected through our website, please contact us at [info@hortyspringer.com](mailto:info@hortyspringer.com).

### ***Do Not Track Notice***

Do Not Track (“DNT”) is a setting in a web browser that directs websites not to track your behavior. You can activate the DNT settings through most browsers. We do not track users across third party websites, so we don’t respond to DNT signals.

### **B. Our Use of Personal Data**

We use your personal data to reply to messages you send us through our contact forms. Also, if you send us a contact form or subscribe to our newsletters or marketing, we’ll put your name and e-mail address on our notices list, so that you get e-mail notice of future offerings and announcements. (You can unsubscribe when you receive one of those announcements.)

We use cookies – including the personal data they collect – so that we can remember you and give you the information you’re most likely to need. We also use information gained through cookies to compile statistical information about use of the website, such as the pages users visit most often.

**C. Retention of Personal Data**

We retain your personal data so long as it serves the purposes listed in this Privacy Policy, including to send you notices and other general messages (unless you've unsubscribed), to collect and monitor traffic and other usage statistics, and to comply with our legal obligations.

**D. Transfer of Personal Data**

We may store or process your data outside your city, province, state, or country, including through one of our contractors (described below). So your personal data may be stored in a country that operates under privacy and data protection laws different from those of your home jurisdiction.

**E. Contractor and Other Third Party Access to Personal Data**

We give certain independent contractors access to data we collect, including personal data. Those help with hosting and storage, tracking use, and marketing to and communications with users. All those contractors are required to promise to keep personal data confidential and to use it only as we instruct.

We also may disclose personal data to attorneys or law enforcement authorities to address contract violations or illegal behavior. And we disclose any information demanded in a court order or otherwise required by law or to prevent harm to persons or property. Finally, we may share personal data in connection with a corporate transaction, like a merger or sale of our company, the sale of most of our assets, or a bankruptcy.

**F. Protection of Personal Data**

We protect the data you send in contact or subscription forms by storing it on password-protected computers and by sharing it only with contractors who have agreed to use it only as we instruct and within the law. However, you should be aware that, once we use information in a contact form to send you an e-mail, that information is outside of our control and our contractors' control and could be compromised online.

We do not directly store the personal data that may be included in usage data collected by cookies and other mechanisms at our site. That data is collected and stored on our behalf by our contractors under their security procedures. See Section E above for more information on those contractors and their policies.

Unfortunately, we cannot guarantee the security of personal data. By using the website, you acknowledge and agree that we make no such guarantee and that you use the website at your own risk.

## **G. Accessing and Correcting Your Personal Data**

You can access and change any personal data we store by contacting us via e-mail, at [info@hortyspringer.com](mailto:info@hortyspringer.com).

## **H. Special Terms Related to the European Economic Area**

If you are in the European Economic Area (“EEA”), this Section H applies to you.

### ***Legal Basis for Processing***

We process (use) the personal data you give us in contact forms (name, e-mail address, other information you choose to provide) because, by filling out those forms, you’ve sent us that data and authorized us to use it.

We process usage data, like number of page visits and personal data like IP addresses, because our contractors use that data to tell us about usage of our website. So we believe the lawful basis for processing that data is that it is in our legitimate interests.

We will also process personal data wherever we have a legal obligation to do so – for instance, if a court subpoenas that data.

### ***Your Rights Under the General Data Protection Regulation (“GDPR”)***

If you wish to know what personal data we hold about you, to have us remove it, or otherwise to exercise your rights, please contact us at [info@hortyspringer.com](mailto:info@hortyspringer.com).

You also have the following rights related to your personal data, under European Union law:

- The right to access, update, or delete your personal data.
- The right of rectification – to have your information altered if it is inaccurate or incomplete.
- The right to object to our processing of your personal data.
- The right of restriction – to request that we restrict how we process your personal data.
- The right to data portability – to receive a copy of the information we have on you in a structured, machine-readable, and commonly used format.
- The right to withdraw consent to our processing of your personal data.
- The right to complain to an EEA data protection authority (a government agency) about our management of your personal data.

**I. Amendment of This Privacy Policy**

We may change this Privacy Policy at any time by posting a new version on this page or on a successor page. The new version will become effective on the date it is posted, which will be listed at the top of the page as the new Effective Date.

**J. Contacting Us**

For questions about this Privacy Policy, please contact us at [info@hortyspringer.com](mailto:info@hortyspringer.com).