

## PRIVACY POLICY

This privacy policy (the **Policy**) explains ACSV Legal's practices with respect to personal information collected through ACSV Legal's website (the **Website**), as well as in response to email, other alerts and invitations.

### Scope

This Policy details the personal identifiable information ACSV Legal gathers about you online, how we use it and why we need it. This Policy also applies to any personal identifiable information our business partners may share with us. It does not apply to the practices of companies that we do not own or control or to people we do not employ or manage.

### Collection and Use of Information

We collect personal identifiable information when you use our on-line services. The gathering of this information is essential to enable us to provide you with the necessary level of service. We may ask you to provide personal information such as your name and appropriate contact details when you register on the Website or in response to alerts and other publicity, or information which we send to you or when you contact us through the Website.

Your use of the Website and legal updates, and your provision of personal information related to those uses, constitutes your acceptance of the terms and conditions of this Policy, as modified from time to time.

In addition, your provision of personal information constitutes your affirmative consent that we may contact you by email, fax, and other communications for any of the uses stated below.

We shall collect, use and/or disclose your personal information for any of the following reasons:

- to communicate with you in response to your enquiries, comments and suggestions;
- to communicate with you about legal updates for which you have expressed interest, and other general issues related to the maintenance and operation of the information on the Website and in legal updates;
- to improve our relations with our clients and prospective clients by enabling us to contact appropriate individuals with relevant information such as legal updates and invitations;
- to communicate with you about the legal updates related announcements;
- to contact you otherwise when necessary;
- for the specific purpose for which it was volunteered;
- to improve the website, legal updates and related services and for statistical and other analysis to help us improve the Website as well as our marketing and business development activities;
- to customise the content and/or layout of the Website;
- to be provided to the Website developer, and similar service providers and their affiliates for the sole purposes of developing, hosting, managing, operating and supporting the Website; and
- as permitted by law or regulation, and as required by law or regulation, or as requested by government authorities, for the protection of persons or property or to establish or exercise our legal rights or defend against legal claims, including to comply with anti- money laundering obligations.

### Other Information we collect

We automatically collect certain information about visitors to the Website, whether or not you are registered. We may record, for example, your IP address, the URLs of websites and pages you visit (before, during and after your visit to our website), your browsing history and information about the hardware and the software you use. We also gather your IP address, cookies (if set), the requested page and date/time of any transaction on our web server logs. We shall use the information it gathers about you for three purposes:

- provide you with the services you request;



- contact you from time to time about special service offerings; and
- improve our service levels by monitoring usages and behavioural patterns

### **Use of Cookies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Under certain circumstances, ACSV Legal or our providers may set one or more cookies on your computer which will assist in providing the services that you have requested. This will only happen where you are interacting with our system to perform one or more of the following; authenticate you to our systems, register for our legal update, change mailing or contact preferences. No personal information is collected using these cookies. Cookies may be stored for a defined period or automatically deleted following that session.

### **Sharing and Disclosure**

We do not share or rent your personal information with third parties unless:

- you have specifically consented to allow us to share your personal information with third party organisations;
- you are seeking employment with a third-party organisation through the use of our services and for the purpose of evaluating your suitability the third-party organisation requests some or all of the information you have supplied us for this purpose. For the avoidance of doubt, the information we supply to any third-party may only be used for the purpose for which it is supplied.
- we need to share your information in order to provide a service you have requested; or
- we are required to do so by legal process or in response to a subpoena, court order or other legitimate request by an authority.