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# Privacy Policy

## Introduction and Agreement and Consent

Norman Hanson DeTroy, LLC, ("NHD") owns and operates the website nhdlaw.com and reserves all rights as to its content.

NHD follows this Privacy Policy relating to the collection, use, and sharing of the information provided by your visits to the NHD website. NHD reserves the right and opportunity to revise this Policy periodically and without specific advance notice to you. By continuing to use this website, you signify that you have read, understood, and accepted the most recent terms and conditions and have consented to the collection, use, and sharing of the information resulting from your visits to the website as described in this Privacy Policy. If you do not accept these terms and conditions or do not consent, then do not use the NHD website.

NHD, like all Maine attorneys, always has been governed by the Maine Rules of Professional Conduct and the obligations they impose on attorneys to protect the confidences and secrets of clients, which may be more stringent than the law applicable to the general public.

## Electronic Information Collection

NHD collects "personally identifiable information" from your visits to the website. Personally identifiable information is any information that can be used to identify, contact, or locate an individual, either alone or combined with other easily accessible sources. It includes information that is linked or linkable to an individual, such as medical, educational, financial and employment information. Examples include names, email addresses, residential addresses, telephone numbers, and any other information that you provide by intentionally entering data on the NHD website. NHD uses that information to provide services to you in the event an attorney-client relationship is established, to answer questions you may pose, to contact you in response to your requests, to update client information, to include you on mailing or emailing lists, and to achieve other NHD business goals or to serve you better.

Aside from personally identifiable information, your computer, smart phone, or tablet and the Web browser and Internet service provider you use may deposit data onto the NHD website automatically based on your device's privacy settings. NHD and its website designers, information technology systems engineers, and other trusted third-party service providers collect such information, which normally includes your Internet Protocol (or "IP") address, the identity of your Internet service provider, the name and version of your device's operating system, the name and version of your Web browser, the date and time of your visit to the NHD website, the pages you visited on the website, the links you clicked on the website, and similar information. Typically, your name is not revealed by the information automatically provided by your devices, Web browser, or Internet service provider, and NHD does not try to identify you using that kind of technical information. NHD uses the information primarily to improve its marketing efforts, to better serve its clients, to accurately assess the performance of its website and the activity on it, or to investigate and prosecute fraud, abuses of the website, or a suspected security breach.

The NHD website will deposit "cookies" onto your devices when you visit the website. A cookie is used to assist the website in performing for you when you visit and to store small amounts of information about your usage for the

purpose of analyzing website traffic. A cookie does not contain personally identifiable information. Depending on the Web browser that you use, you can set your privacy preferences to block or refuse cookies or to notify you before they are deposited onto your device. If you do not accept cookies, however, the NHD website may not function fully or as intended when you visit the website.

Your information collected by the NHD website will be held by NHD for so long as is necessary and useful for the purposes for which it was collected. Your information may be transferred to another law firm if it becomes affiliated with or replaces NHD in connection with a sale, reorganization, or merger.

### **Security**

NHD follows generally accepted and applicable standards to protect the information collected on this website, both during transmission and in storage. Only employees or trusted third-party service providers who need the information in order to perform specific tasks for NHD are granted access to the information generated by your visits to the website. The computers and servers in which NHD stores personal information are maintained in secure environments and are monitored by trusted third-party professional information technology systems engineers.

While NHD and its trusted third-party service providers use reasonable measures to help protect your information against unauthorized access, use, or disclosure, NHD cannot guarantee the security of any of the information generated by your visits to the website and collected by NHD. Your transmissions to NHD by way of the website are undertaken at your own risk.

### **Electronic Information Sharing**

NHD does not sell or otherwise provide the information collected on this website to third parties for the purpose of their own direct or indirect marketing.

NHD may share your information with its website designers, information technology systems engineers, and other trusted third-party service providers in order to manage and operate the website, such as performing statistical analyses, and to address any other issues generated by the website and your use of it. Although those third-party service providers are independent contractors and not employees or otherwise affiliated with NHD, they are required to maintain the confidentiality of your information and are not authorized to discuss or use your personal information except as necessary to provide their services to NHD.

In the case of fraud, abuses of the website, or a suspected security breach, NHD and its trusted third-party service providers will use all information resulting from your visits to the website. NHD may share that information with appropriate investigative or enforcement authorities who could use that information to identify and find individuals for purposes of prosecution.

NHD and its third-party service providers may disclose any information resulting from your visits to the website, without prior notice to you, if it is believed to be reasonably necessary for important purposes, including, but without limitation, (a) to investigate any suspected abuses, fraud, or security breaches; (b) to comply with applicable federal, state, and local laws, rules, regulations, orders, or subpoenas; (c) to protect or defend the rights and interests of NHD, its clients, or NHD's trusted third-party service providers, where appropriate; and (d) to protect the personal safety of users of the website, NHD clients, or the public.

### **Internet Resource Links**

The NHD website contain links to other websites owned and operated by third parties, none of whom are employees of or otherwise affiliated with NHD. NHD makes no representations about the collection, use, or disclosure of

information by those websites from your visits or about cookies deposited on your devices by those websites. NHD does not accept responsibility or liability for any privacy policies, practices, or procedures of other websites or for their content. Please review the website privacy policies of those third parties.

### **Newsletters and Periodic Emails**

If you wish to receive NHD Newsletters or emails on topics of law or NHD announcements and notices, you will be asked to provide personally identifiable information comprised of your name, mailing address, telephone number, and email address. A database of that information will be maintained for the purpose of distributing the publications, notices, and announcements to which you consented. If you opt out, as discussed below, your information will be permanently removed from the database.

### **Unsubscribing or Opting Out, Access**

If you prefer not to receive information or communications from NHD or if you would like to update your personally identifiable information or privacy preferences, please send your request using the "Contact Us" page of the website or the contact information appearing at the end of this Privacy Policy. We will respond to your request within a reasonable time. To unsubscribe from an NHD emailing list, please follow the instructions in one of the emails. If you wish to unsubscribe from or opt-out of any third-party websites or their communications, you must go to the specific website or its emails to do so.

NHD is happy to share with you any of the personally identifiable information collected from your visits to the website. To obtain that information, please contact Lorri Hall using the information at the end of the Policy.

### **Governing Law**

NHD's Privacy Policy and your use of the NHD website is governed by the laws of the State of Maine, U.S.A., without regard to its conflicts of law provisions.

### **Contact US About Website**

To notify NHD about any violations of this Privacy Policy, to change or delete your private information, or to raise other concerns or pose questions about the website or this Policy, please contact Lorri Hall at Norman Hanson & DeTroy, LLC, Two Canal Plaza, P.O. Box 4600, Portland, Maine 04112-4600, [lhall@nhdlaw.com](mailto:lhall@nhdlaw.com), or at <https://www.nhdlaw.com/contact>.

*Version September 26, 2017*