



Information Privacy Policy Notice

At the Waterfall law firm, we recognize and take seriously our professional obligation to keep information about current and former clients confidential and secure. We encourage you to read this Information Privacy Policy Notice.

Client Information. We collect client information. In the normal course of business, we may obtain various types of information about our clients. This information may include the name, address, contact information, credit card or billing information, and other personal or financial information. We call all this information “Client Data.” When you provide us the personal data of other people, you must ensure that you are entitled to share that data with us and that we can collect, use, and disclose that personal information without taking further action in a way that is consistent with our privacy policy.

How We Use and Share Client Data. We use Client Data for a number of purposes and activities, such as to provide legal advice and other services for our clients, to evaluate prospective clients in accordance with our professional and legal obligations, and to contact you about our services, billing or other business matters related to you. We do not sell, rent, or share your information to or with any third party not affiliated with or owned by us, except service providers who may assist us in areas such as data storage. We may, however, and in some instances are required to share and use this information as required by law, by legal processes, by exigent circumstances, or to protect ourselves. Attorneys, unlike many others who handle your personal information, are subject to Rules of Professional Conduct, often referred to as “ethical rules.” These ethical rules limit an attorney’s disclosures of information obtained in the course of representing clients in ways that are more restrictive than applicable laws. This means that, even if applicable law would permit us to disclose nonpublic information about you, we will not do so if such disclosure would violate these ethical rules. We may also use this information to communicate with you about services related to our practice and services. However, we will never give or sell your personal information to be used for the purposes of sending you unsolicited commercial offers (such as spam) from any third party.

Information Security. Because we care about your privacy, we make every reasonable effort to protect your information regardless of the form of storage or transmission. This includes the implementation of administrative, physical and technical safeguards to ensure compliance with government and industry regulations for securing our client's personal information. All employees, agents or representatives that act on our behalf are required to keep all information deserving legal protection confidential and private. We continue to safeguard your information after you no longer do business with or close your account with us.

Retention of Information. We keep personal information obtained during the course of client representations for a period of time that is consistent with our professional responsibilities and that is reasonably necessary for the purpose for which the data was collected.

Changes. We reserve the right to make changes to this Policy at any time and without prior notice.

Contacting Us. If you have a question concerning personal information we may have collected about you, or related to this Information Privacy Policy Notice, contact us [here](#) or by calling 520-745-1279.