

**VELA WOOD  
PRIVACY POLICY**

Last modified: May 25, 2021

Vela Wood PC (“**Vela Wood**”) operates the website located at <https://velawoodlaw.com/> (“**Site**”). Vela Wood respects and protects the privacy of our site visitors. We maintain strict policies to ensure the privacy of those who use our Site (“**End Users**”). This policy (“**Privacy Policy**”) describes the types of information we may collect from you and our practices for how we collect, use, maintain, protect, and disclose such information. With the exception of IP addresses which may be automatically collected through your use of the Site, we only collect personal data when you affirmatively give it to us through interactions with the Site, such as filling in a “contact us” form or signing up for an email list. By using the Site, you agree to this Privacy Policy. If you do not agree with our policies and practices, your choice is to not use our Site.

Please note that submitting information through our Site does not create an attorney-client relationship.

<b>Information that Vela Wood Collects</b>	
<b>Types of Information Collected</b>	<p>Personal Data:</p> <ul style="list-style-type: none"> <li>• Name;</li> <li>• Phone Number;</li> <li>• Email;</li> <li>• Mailing Address; and</li> <li>• Company Information.</li> </ul>
	<p>Non-Personal Data</p> <p>Non-personal data includes any data that cannot be used on its own to identify, trace, or identify a person. We may collect your IP Address, device information, or location information.</p> <p>When non-Personal Data you give to us is combined with Personal Data we collect about you, it will be treated as Personal Data and we will only use it in accordance with this Privacy Policy.</p>
<b>How we collect information.</b>	<p>With the exception of IP addresses which may be automatically collected through your use of the Site, we collect your Personal Data only when you affirmatively give it to us through interactions with the Site.</p> <p>Additionally, we may collect data via automatic means including through cookies.</p>
<b>Why we collect and how we use your information. (Legal Basis)</b>	<p>In general, we collect and use your Personal Data for the following reasons:</p> <ul style="list-style-type: none"> <li>• when it is necessary for the general functioning of the Site, including to contact you;</li> <li>• when we have obtained your prior consent to the use (this legal basis is only used in relation to uses that are entirely voluntary – it is not used for information processing that is necessary or obligatory in any way);</li> <li>• when we have a legitimate interest in processing your information for the purpose of providing or improving our Site;</li> <li>• when we have a legitimate interest in using the information for the purpose of contacting you, subject to compliance with applicable law; or</li> <li>• when we have a legitimate interest in using the information for the purpose of detecting, and protecting against, breaches of our policies and applicable laws.</li> </ul> <p>We may use aggregated (anonymized) information about our End Users, and information that does not identify any individual, without restriction.</p>
<b>Accessing and Controlling Your Information</b>	<p>If you would like to prevent us from collecting your information completely, you should not use our Site. You can also control certain data via these other methods:</p> <p>Opt-out of non-essential electronic communications: You may opt out of receiving newsletters and other non-essential messages by using the “unsubscribe” function</p>

	<p>included in all such messages. However, you will continue to receive notices and essential transactional emails.</p> <p>Optional information: You can always choose not to fill in non-mandatory fields when you submit any form linked to our services. communications.</p>
<b>How Long do we Store Personal Data?</b>	We will only retain your Personal Data for as long as is necessary to fulfil the purposes for which it is collected. This length of time may vary according to the nature of your relationship with us. Personal Data will be purged after three years of nonuse.
<b>Automated Data Collection Methods</b>	<p><b>Cookies</b></p> <p>A cookie is a small file placed on the hard drive of your computer. Cookies are used to help us manage and report on your interaction with the Site. Through cookies, we are able to collect information that we use to improve the Site, keep track of click-stream data, or manage multiple instances of the Site in a single browser. Cookies may also collect other data such as the date and time you visited the Site, and your current IP address.</p>
	<p><b>Log Files</b></p> <p>We use means to collect IP addresses, physical location, and to report access times.</p>
<b>Users under the age of 16</b>	Our Site is not intended for children under 16 years of age and we do not knowingly collect Personal Data from children under 16. If you are under 16, do not use or submit information through the Site. If we learn we have collected or received Personal Data from a child under 16 without verification of parental consent, we will delete that information. If you believe we might have any information from or about a child under 16, please contact us at the email address listed below.
<b>Do Not Track Settings</b>	We do not track our Users over time and across third party websites to provide targeted advertising and do not specifically respond to Do Not Track (“DNT”) signals.

<b>Who We Share Data With</b>	
We may use aggregated (anonymized) information about our End Users, and information that does not identify any individual, without restriction. We share Personal Information as follows:	
Successors in Interest.	We may, for our legitimate interests, share your information with a buyer or other successor in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, in which Personal Data about our End Users is among the assets transferred. You will be notified of any such change by a prominent notice displayed on our Site or by e-mail. Any successor in interest to this Privacy Policy will be bound to the Privacy Policy at the time of transfer.
Law enforcement and other governmental agencies.	We may share your information when we believe in good faith that such sharing is reasonably necessary to investigate, prevent, or take action regarding possible illegal activities or to comply with legal process. This may involve the sharing of your information with law enforcement, government agencies, courts, and/or other organizations. This does not apply to any information that is protected by attorney client privilege.
Service providers and partners.	We may, for our legitimate interests, share your information with contractors, service providers, third party authenticators, and other third parties we use to support our business and who are bound by contractual obligations to keep Personal Data confidential and use it only for the purposes for which we disclose it to them. Some of the functions that our service providers provide are as follows: <ul style="list-style-type: none"> <li>- Host server infrastructure and storage; and</li> <li>- Email newsletter services.</li> </ul>

### **Third-Party Services and Websites**

Vela Wood is not responsible for the privacy policies or other practices employed by websites linked to, or from, our Site nor the information or content contained therein, and we encourage you to read the privacy statements of any linked third party.

### **Data Storage and How Vela Wood Protects Your Information**

Vela Wood stores data on our servers including name and email address. Our Site is not intended for use outside of the United States. By providing your Personal Data, you consent to any transfer and processing in accordance with this Privacy Policy.

Vela Wood employs physical, electronic and managerial control procedures to safeguard and help prevent unauthorized access to your information. We choose these safeguards based on the sensitivity of the information that we collect, process and store and the current state of technology. Our outsourced service providers who support our operations are also vetted to ensure that they too have the appropriate organizational and technical measures in place to protect your information

Unfortunately, the transmission of information via the internet is not completely secure. Although we do our best to protect your Personal Data, we cannot guarantee the security of your information transmitted to the Site. Any transmission of information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Site. In the event that there is breach in the information that we hold, we shall notify of such breach via email or via notice on the Site.

### **Changes to the Privacy Policy**

It is our policy to post any changes we make to our Privacy Policy on this page. If we make material changes to how we treat our End Users' Personal Data, we will notify you by email to the primary email address specified in your account or through a prominent notice on the Site. Such changes will be effective when posted. The date the Privacy Policy was last revised is identified at the top of the page. Your continued use of our Site following the posting of any modification to this Privacy Policy shall constitute your acceptance of the amendments to this Privacy Policy. You can choose to discontinue use of the Site if you do not accept any modified version of this Privacy Policy.

### **Contact Us**

If you have any questions about this Privacy Policy, please contact us by email at [Privacy@VelaWoodLaw.com](mailto:Privacy@VelaWoodLaw.com).