

# PRIVACY POLICY

The *Compliance* Group is deeply committed to your right to privacy and takes your privacy seriously. We have very strict privacy policies and we strive to keep your personal and financial information secure. Please note that this Privacy Policy only applies to The *Compliance* Group, Inc. website and not to any other websites that you may access from the Site, each of which may have privacy policies that are materially distinct from this Privacy Policy.

- This Privacy Policy covers The *Compliance* Group's treatment of personally identifiable information that The *Compliance* Group collects when you are on The *Compliance* Group site, and when you use The *Compliance* Group's services.
- The *Compliance* Group and its affiliate, The *CommLaw* Group, pledge to hold all information you provide to us in absolute privacy.
- We will NEVER share your name, e-mail address or personal information with any unaffiliated third party, unless specifically authorized by you.
- We NEVER sell or rent our mailing list to any unaffiliated third parties.
- Only authorized employees may access your information.
- All employees are required to adhere to our strict privacy policies and any employee who violates the privacy policy is subject to termination and other disciplinary measures, up to being criminally prosecuted for their violation.

**Traffic Data and Information.** Through the combination of both internal and third party tracking code as well as cookies, the following categories of information are tracked when a visitor enters the site:

1. IP address,
2. Domain servers,
3. Type of computer used to access the Site,
4. Types of web browsers (collectively 'Traffic Data').

The *Compliance* Group uses such data for general marketing purposes and in order to help enhance customer experience on the website.

We may use third-party advertising companies to serve ads on our behalf. These companies may employ cookies and action tags also known as single pixel gifs or web beacons to measure advertising effectiveness. Any information that these third parties collect via cookies and action tags is completely anonymous.

**Personal Information.** In order for each customer to access and utilize The *Compliance* Group's legal and regulatory document products and services, The *Compliance* Group may require customers to provide us with personal information (collectively 'Personally Identifiable Information').

Personally Identifiable Information includes: (i) 'Contact Data' (such as your first and last name, physical street address, city, state, zip code, phone number and email address), (ii) 'Financial Data' (such as your credit card number, expiration date, and verification code), (iii) 'Demographic Data' (such as your zip code and gender), and (iv) other 'Legal Data' (such as your social security number, mortgage information, automobile information, personal wedding information and other sensitive information necessary to generate proper legal documents). This Personally Identifiable Information may be necessary to generate legal documents.

Please be advised that certain personal information becomes public record upon the filing of documents with the state or the court. For example, the corporate name, business address and the name of the registered agent become public information upon the filing of articles of incorporation. In many cases, the Secretary of State will provide this information to third parties for a fee. In some states, fictitious business names, including the name and address of the business owner, must be published in a newspaper. The *Compliance Group's* privacy policy does not cover actions by these third parties.

**Confidentiality and Security of Personal Information.** As stated above, we will keep your Personally Identifiable Data private, and will not share it with third parties unless you specifically approve of the disclosure, or if The *Compliance Group* is required by law to comply with a valid legal requirement such as law, federal regulation, search warrant, subpoena or court order.

**Website Areas Beyond The *Compliance Group's* Control.** The Site may include interactive forums such as message boards and chat rooms. Please note that any Personally Identifiable Information disclosed in such areas is public and becomes public information. You should use caution when deciding to disclose your personal information.

**Third Party Websites.** The *Compliance Group* may maintain links to other websites. If you choose to visit other websites, we are not responsible for the Privacy Practices or content of those other websites, and it is your responsibility to review the Privacy Policies at those websites to confirm that you understand and agree with their policies.

**Our Commitment To Data Security.** We strive to make certain that our servers and connections incorporate the latest encryption and security devices. To prevent unauthorized access, we have implemented physical, electronic, and managerial procedures to safeguard and secure the information we collect. Credit card and personal information are transmitted to us by secure servers. Documents are delivered to you either via priority mail or via e-mail.

**IF FOR ANY REASON YOU BELIEVE THAT YOUR PRIVACY HAS BEEN BREACHED THROUGH THE USE OF OUR SITE, YOU MAY CONTACT US IMMEDIATELY AT 703-714-1302.**