

PostScript Legal – Privacy Policy

Effective Date: [Insert Date]

At PostScript Legal, we value your privacy and are committed to protecting your personal information. This Privacy Policy outlines how we collect, use, and protect the information you provide when using our website or services.

1. Information We Collect

We may collect the following types of information:

- Contact Information – such as your name, phone number, email address, and mailing address.
- Document Details – information contained within legal documents submitted for service.
- Communication Data – records of your communication with us, including emails and submitted forms.

We do not collect sensitive financial information or Social Security Numbers unless directly relevant to service documents.

2. How We Use Your Information

We use your information to:

- Communicate with you regarding service requests
- Schedule and perform document delivery
- Respond to questions or concerns
- Maintain records for legal and business purposes

3. How We Share Your Information

We do not sell, rent, or share your personal information with third parties, except:

- When required by law (e.g., court orders or subpoenas)
- With your consent
- With contracted process servers or agents to fulfill your request

4. Data Security

We take reasonable administrative, technical, and physical precautions to protect your information from unauthorized access, disclosure, or misuse.

5. Your Rights

You have the right to:

- Request a copy of your personal data
- Ask us to correct or delete your data
- Withdraw consent (where applicable)

To make a request, please contact us at info@postscriptlegal.com.

6. Cookies and Website Analytics

Our website does not use cookies or third-party tracking tools. If this changes, we will update this policy accordingly.

7. Third-Party Links

Our website may contain links to external sites. We are not responsible for the content or privacy practices of those sites.

8. Changes to This Policy

We reserve the right to update this Privacy Policy. The most recent version will always be posted on our website with the effective date noted at the top.

9. Contact Us

If you have questions or concerns about this policy or how we handle your data, please contact us:

PostScript Legal

 [Your Business Address]

 651-434-0885

 info@postscriptlegal.com

 www.postscriptlegal.com