

# PRIVACY POLICY

Kevin J. Runyan, P.A. (“Firm”) is committed to protecting the privacy of the users (“you”, “user”) of the websites, blogs, alerts, newsletters, social media sites or programs and other services provided on or through the Internet, in person, or through telephone or electronic communications (individually and collectively the “Service”).

Please read this Privacy Notice (“Notice”) to understand how Firm deals with your personal information when you use the Service.

This Privacy Notice does not apply to our practices as a provider of legal services to our clients, such as the personal information of our clients, their respective employees, their co-contracting parties, litigants, parties to a lawsuit, immigration petitions or applications, or their respective legal advisors or consultants that we collect, use or share, or to which we have access as part of our attorney-client relationship and pursuant to our engagement agreements with our clients.

## Privacy of Client Information

- Every lawyer and employee of Kevin J. Runyan, P.A. is required by the Code of Professional Responsibility of his or her state to keep all matters related to the business of our clients and customers confidential. This confidentiality requirement extends to all personnel and precludes discussion of a client's business with persons other than those with a need to know who are actively working for the Firm or who are duly authorized representatives of the client. In addition to the professional requirements of confidentiality, the Firm has a strict policy on confidentiality of client information. We value the trust and confidence which our clients place in us.

## Privacy Policy Notice

- This Privacy Policy Notice tells you the kind of information we collect about you, with whom we share it and how we protect it responsibly. The notice applies to clients who obtain legal services for business, personal, family or household purposes. The examples you find in this notice are for purposes of illustration only and should not be considered to be a complete description of our information practices.

If you have any concerns or questions about your privacy or use of our Service, please contact us as indicated in the section “How to Contact Us” below.

## I. Consent

BY USING OUR SERVICE YOU CONSENT TO OUR USE OF YOUR INFORMATION IN THE MANNER SPECIFIED BELOW

## II. Changes to this Notice

This Notice may change from time to time. We encourage you to visit this page regularly to view the current terms and conditions. It will always indicate the date of the last change.

In addition, if we make any material changes to this Privacy Notice, we will post the updated Notice here, along with its effective date, and notify users as required by applicable law.

Please note, your continued use of the Services after we have posted changes on this page and with a new effective date, will indicate that you agree to be bound by such changes

## III. Information we May Collect

### Categories of Information Which We Collect

- We collect nonpublic personal information about you from the following sources:
  - Information we receive from you with respect to our representation, from applications for immigration benefits, or from other forms;
  - Information about your transactions with us, governmental agencies related to our representation or others; and
  - Information which we receive from third parties as a result of our representation, including persons providing services in connection with your cases.

We may collect information about users as follows:

### A. When You Use Our Service

Firm's computer systems (or those of its service providers) may electronically collect certain information about you when you use our Service. The information collected may be machine generated and may include, for example, the domain name of your internet provider, your browser type, time zone, language, operating system, date of the visit, URL of the last webpage visited before visiting our Services; and URL of the first page you visit after leaving our Service; pages viewed, time spent on a page, click through, clickstream data, queries made, search results selected, history, or comments made.

### B. Information Collected through Cookies and Tracking Technologies

Our Service uses cookies to display information more effectively, store, on a user's computer or device information about the user's preferences and settings, gather statistical information about the use of our Service to improve our design and functionality, and for security purposes. Please review also our Cookie Policy at the bottom of this page.

You may choose to block certain categories of cookies. Most browsers contain information on how to control or delete cookies. These settings are typically found in the “options” or “preferences” menu of a browser. You may also wish to refer to <http://www.allaboutcookies.org/manage-cookies/> and <http://www.allaboutcookies.org/browsers/index.html> for information on commonly used browsers.

To control flash cookies, you can visit:

[http://www.macromedia.com/support/documentation/en/flashplayer/help/settings\\_manager07.html](http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager07.html)

We use Google Analytics, which uses cookies and similar technologies to collect and analyze information about the use of the Services, and report on the activities and trends. You can learn about Google’s practices by going to [www.google.com/policies/privacy/partners](http://www.google.com/policies/privacy/partners) and opt-out from the collection of your information by downloading the Google Analytics opt-out browser add-on available at <https://tools.google.com/dlpage/gaoptout>.

Please note that blocking or disabling certain cookies may interfere with certain functionalities of some of our Services. Further, while disabling a cookie may prevent the collection of information in the future, it does not prevent the use of information collected before the cookie was disabled.

## C. Information we obtain from Third Parties

We may obtain information from third parties, with whom we do business, such as, in connection with a webinar; or other sources, such as public databases, or joint marketing partners.

You may also disclose information when posting information or comments on a message board or by transmitting information through our social networking buttons, for example a Facebook or Twitter button. Please note that any information that is posted or disclosed through these third party services may be available to us, or to other users of those services. We recommend caution when using these third party services.

## D. When We Send You Information

When we send you an electronic communication, for example, an email, we may collect certain information including the nature of the email, whether you opened our email, action you took upon receipt of our email (e.g. whether you opened it or deleted it), or your name and contact information.

## E. When You Provide Us with Information

We do not collect information about you such as your name, address, telephone number, fax number, email addresses, etc. unless you choose to provide that information to us. For example, you may contact us, when you register for an event, request a publication, sign up for our mailing

list, send a resume, or you may call us, or ask us to contact you. We maintain that information to accommodate your request. We may use this information to inform you of events, publication and the like that might be of interest to you.

Unless specifically requested and you use the method that we identify for such purpose, we ask that you not send us any confidential or sensitive information such as credit card numbers, national ID numbers, social security numbers, health insurance number, license numbers, birthdays or the like.

## **F. Children under 13**

Children under 13 are welcome to browse through our Service, but they should not contact us or send us any personal information, except through their parents or guardians. We do not knowingly collect any personal information from children under 13. If we become aware that an individual under 13 is submitting information, we will attempt to delete the information as soon as possible.

## **IV. How we Use Information**

Other than as described in this Privacy Notice, we use the information collected from users or their device as described above for the following purposes:

- Provide the Service requested by a user and facilitate the use of such Service;
- Respond to questions and other requests for information made through the Service;
- Send administrative information;
- Send marketing information, legal updates, or invitations to events that we think may be of interest;
- Send communications that a user has requested or that may be of interest to that user in accordance with the user's preferences or apparent interests;
- Keep records of contact information and correspondence;
- Remember a user's preference, such as language, font size, when using our Service;
- Remember a user's interests, such as the type of seminars attended;
- Personalize a user's online experience;
- Administer our Service, diagnose technical problems, and otherwise manage our business;
- Allow a user to navigate or browse through our Service quickly and efficiently;
- In the case of IP address, to derive approximate location of each user, to calculate usage levels, diagnose server problems, and in general to administer the Service;
- Improve user experience, such as by personalizing content to a user's preferences or interests or expedite the processing and completion of a transaction;
- For our business purposes, such as to perform data analysis, audits, security and fraud monitoring and prevention; to enhance, improve, or modify our Services, or identify usage trends;

By aggregating information. See also the section “Aggregated, Anonymized or Statistical Information”;

Perform other functions as otherwise described at the time of collection.

## **V. With Whom We Share Information**

### **Disclosure of Information to Third Parties**

We do not disclose information about you to third parties except as required or permitted by law, specifically authorized by you or required under the Rules of Professional Conduct applicable to the lawyers in our Firm. If your relationship with us terminates or becomes inactive, we will continue to treat the information we have collected about you as confidential, in accordance with this Notice.

#### **A. Service Providers, Suppliers**

We share information with our service providers, suppliers, subcontractors, and similar third parties who provide services to us, or act on our behalf so that they can assist us with the maintenance of our Service. Our contracts with these service providers prohibit them from using or sharing with others, for other purposes than as directed by us, the information that we provide to them, or that they collect directly from our users.

#### **B. Social Media**

The Service includes links to social media services where a user is able to post comments. These third party services may collect and share of information about a user. This information may be disclosed to anyone to whom the user sends a message, for example when forwarding an article. Please note that any information that is posted or disclosed through social media services may be available to us and to other users of that service or the public. We recommend caution when using these features.

#### **C. Corporate Reorganization**

We may transfer users’ information to a third party in case of the reorganization, sale, merger, joint venture, assignment, transfer or other disposition of all or any portion of our business, asset or stocks, including in the event of corporate restructuring. We reserve the right, as part of this transaction, to transfer or assign information we have collected from users of the Services to these third parties. Except as otherwise provided by a bankruptcy or other court, the use and disclosure of all transferred user information will be subject to policies that are consistent with the policies described in this Privacy Notice. However, any information that a user submits or that is collected after that transfer may be subject to a new privacy policy adopted by the successor entity.

## D. Aggregated, Anonymized, or Statistical Information

We generate and use aggregated, anonymized, or statistical information about the use of our Services. We may provide this information to third parties such as our Affiliates, advisers or consultants for research, analytical or strategic purposes. This information is not intended to allow the identification of any specific user of our Services.

## E. Legal Requests; Preventing Harm

We may use, share, or disclose information about users in order to address legal concerns or liabilities, especially when we believe, in our sole discretion, that (a) a user has misused the Service such as to gain unauthorized access to any system, engaged in spamming, denial of service attacks, or similar attack; (b) disclosure is reasonably necessary to enforce our Terms and Conditions, to respond to suspected illegal or fraudulent activity; to protect legal rights or defend against legal claims; to allow us to pursue available remedies or limit the damages that we may sustain.

We may also be required by applicable laws to provide access to a user's information to legal authorities upon presentation of the applicable request, in accordance with applicable law, including laws outside your country.

## VI. Security

We seek to use reasonable technical, organizational, and administrative measures to protect user information within our organization against unauthorized or unlawful access or processing, and against accidental loss, destruction, or damage. We believe that these measures are reasonably adapted to the nature of the information in our custody.

However, even though Firm makes reasonable efforts to protect information in its custody, no data storage or transmission over the Internet and no security system is fully secure. Thus, we cannot guarantee the security of any information we may have collected or received from you or transmitted to you.

If you believe your information is not secure due to a problem in our systems, please immediately notify us of the problem at the address provided in the "How to Contact Us" section.

### Our Security Procedures

- We maintain physical, electronic and procedural safeguards to protect client information. Our employees are bound by laws and our policies which limit their access to client information to access for legitimate purposes only and which require them to keep information about clients confidential.

## Other Privacy Protections

- You may have other privacy protections under some state or federal laws. We will comply with all applicable state and federal laws as to information about you.

## Our Commitment

- We will continue to maintain our dedication to protecting your privacy. If you have questions concerning this Notice, please call us at (941) 882-0618 between the hours of 9:00 a.m. and 5:00 p.m. weekdays.

## VII. Retention

We retain information about users for as long as necessary to perform the activities described in this Privacy Notice or comply with a legal request unless a longer retention period is required or permitted under applicable law. We may need to retain certain information for record keeping purposes and/or to complete any transaction that you began before requesting a change or deletion. In addition, it is likely that residual information might remain within our databases, back-ups or other records and might not be removed.

We may choose to anonymize some of the information in our custody so that it can no longer be attributed to a particular individual if we would like to retain it for longer periods of time.

## VIII. Consent to International Transfers of Information

Please be aware that information we collect about you will be transferred for processing to countries or jurisdictions that may not have the same data protection laws as the country where you reside.

By using the Service, you consent to the transfer and storage of your personal information to any other country in which we or our service providers maintain facilities.

## IX. Links to Third Party Services

Our Service may include links to third party services where you might be able to post comments, reviews, or view third party information. The use of these third party services may result in the collection and sharing of information about you by these third party services.

This Privacy Notice does not address the information practices of any third party, unless as specified otherwise. Please note, the inclusion of a link on our Service to a third party's service does not imply endorsement of the third party's data handling practices, and does not imply that the third party's practices are covered by this Privacy Notice

We encourage you to be aware when you leave our Service, and to read the privacy statements of each website or app on which you land after you click on a link or social networking button.

## **X. Users' Rights**

### **A. Choice Regarding Marketing**

If you no longer want to receive marketing-related material from us, you may opt-out of receiving these communications by following the unsubscribe instructions in such communications or by contacting us as indicated in the “How to Contact Us” section. We will try to comply with your request as soon as practicable.

Please note that even though you have opted-out of receiving marketing-related communications from us, we may still send you important administrative messages.

### **B. Access**

Each user has the right to review, change, or suppress personal information that we have collected from that user. You may exercise this right by contacting us as indicated in the “How to Contact Us” section. For your protection, we may need to verify your identity before implementing your request. We will try to implement your request as soon as reasonably practicable.

However, please note that we reserve the right to refuse to act on a request that is manifestly unfounded or excessive (for example because it is repetitive) and/or to charge a fee that takes into account the administrative costs for providing the information or taking the action requested.

In your request, please make clear what information you would like to have changed, whether you would like to have your personal information suppressed from our database, or other limitations you would like to put on our use of your personal information. We may only implement requests with respect to personal information that is associated with the particular email address that you use to send your request.

## **XI. Special Requirements under California Law**

### **A. Data Sharing for Direct Marketing Purposes**

Kevin J. Runyan, P.A. may be considered “third party affiliated entities” for purposes of California Civil Code Section 1798.83. California law requires us to inform California residents who have provided us with personal information that they may request of us information about our disclosures to third parties (including GT Affiliated entities) for their direct marketing purposes. To do so, please contact us as indicated in the “How to Contact Us” section, and indicate in the subject line “California Privacy Rights”. We reserve the right not to respond to requests made other than as provided in this section.



## B. California Eraser Law

If you are a California resident under the age of 18, and you are a registered user of our Service, you may request that we remove information you posted on our Service by submitting a written request as indicated in the “How to Contact Us” section.

## C. Do Not Track

Some browsers give individuals the ability to communicate that they wish not to be tracked while browsing on the Internet. The Internet industry has not yet agreed on a definition of what “Do Not Track” means, how compliance with “Do Not Track” would be measured or evaluated, or a common approach to responding to a “Do Not Track” signal. Consequently, due to the lack of guidance, we have not yet developed features that would recognize or respond to browser-initiated Do Not Track signals in response to California law.

# XII. How to Contact Us

You can contact us via email at [kevin@kevinjrunyan.com](mailto:kevin@kevinjrunyan.com)

If you prefer to contact us by your postal mail, please use the following addresses:

Kevin J. Runyan  
7119 Alderwood Dr.  
Sarasota, FL 34243

# Cookie Policy

This website utilizes session cookies, which are small text files placed on your computer or mobile device when you visit our site. Session cookies enable you to move from page to page on our website, and allow information you enter to be remembered. A session cookie is deleted when you close your browser or after a short period of time. Cookies are used in the following ways on our website:

Website statistics. We utilize statistical services, such as Google Analytics, to review how visitors use our website. This information helps us improve our website navigation and the content we offer. Google and other service providers use cookies as part of this process to collect anonymous information, including the number of visitors to our website, how visitors are entering our site, the pages they visit and the length of time they spend on our site.

Contact Us page. We use a session cookie on this page to allow you to contact us via the site.

Using cookies as described above helps us improve the functionality of our website and enhances your experience when using it. Cookies can be disabled by changing the settings on your browser. If you do decide to disable cookies, certain areas and features of our website may not

perform as designed. By using our website, you consent to our use of cookies as described above. Please note that non-Firm websites you are directed to from our website may have their own cookie policies.

## Disclaimer

### Kevin J. Runyan, P.A. Disclaimer

- The materials included in this World Wide Web site have been prepared by Kevin J. Runyan, P.A. for informational purposes only and are not legal advice. This information is not intended to create, and receipt of it does not constitute, a lawyer-client relationship. Internet subscribers and online readers should not act upon this information without seeking professional counsel. Do not send us information until you speak with one of our lawyers and get direction as to what information may be appropriate. This is required because we cannot represent you until we have determined that doing so would not cause a conflict of interest and we have a mutually acceptable written representation agreement with you. If your jurisdiction requires us to designate a principal office and/or a single attorney as responsible for this World Wide Web site, Kevin J. Runyan, P.A. designates its office in Sarasota, Florida as its principal office. The rules of some jurisdictions require us to state: THIS IS AN ADVERTISEMENT.

### About Kevin J. Runyan, P.A.

- Kevin J. Runyan, P.A. is a professional service corporation and has practiced law since 2016.

### No Guarantee of Results

- Some of the case summaries, reports of past results and individual lawyer biographies on this website describe past matters handled for clients of the Firm. These descriptions are meant only to provide information to the public about the activities and experience of our lawyers. They are not intended as a guarantee that the same or similar results can be obtained in every matter undertaken by our lawyers. You must not assume that a similar result can be obtained in a legal matter of interest to you. The outcome of a particular matter can depend on a variety of factors—including the specific factual and legal circumstances, the ability of opposing counsel, and, often, unexpected developments beyond the control of any client or lawyer. **No lawyer or employee of Kevin J. Runyan, P.A. will inform you of any outcome which has not yet occurred.**