

# Bauerle Legal PLLC Privacy Policy

**Last Modified:** January 1, 2023

Bauerle Legal PLLC (“Company,” “we,” “our,” or “us”) is committed to protecting your privacy and is continually updating its practices and procedures to ensure compliance with changing privacy laws in jurisdictions worldwide. This Privacy Policy explains how we may collect, use, share and otherwise process personal information, personally identifiable information or personal data (hereinafter collectively referred to as “your information”) to provide legal services (“Services”). This Privacy Policy also explains the privacy rights and choices available to you.

## **Table of Contents:**

- Your information: what we collect about you
- Our lawful basis for processing your information
- How we use your information
- How we share your information
- How we store and retain your information
- Your Privacy Rights: How to access and control your information
- Other important privacy information

This Privacy Policy applies to your use of Bauerle Legal PLLC for legal Services and your interactions and communications with our firm, its employees, and contractors via any medium, including email. This Privacy Policy only applies to systems under the control of Bauerle Legal PLLC and does not apply to any third-party websites, Services, or applications, such as those maintained by your employer.

By accessing or using our Services, you signify that you have read, understood, and agree to our collection, storage, use and disclosure of your personal information as described in this Privacy Policy. If you provide personal information about your spouse, children, or any other family members or individuals you should first obtain their consent and, if appropriate, share this Privacy Policy with them.

## **Your Information: What we collect about you**

We collect your information when you provide it to us and when your sponsor (e.g., your employer or a sponsoring individual family member) provides it to us, as further described below.

Categories of Your Information That We Collected in the past 12 months	Sources of the Information We Collect	Purpose for Collection of the Information	Categories of Parties to Whom We Disclosed Information in the past 12 months
<p><b>Identifiers</b>, such as:</p> <p>Real names; aliases; postal addresses; email addresses; telephone numbers; unique personal identifiers; device and online or advertising identifiers; IP addresses; information from your government-issued ID(s); driver's licenses and passports and their numbers; signatures; account names/numbers or identifiers; social media handles; employment and educational background; current or prospective job title, job code or classification, job description, employee ID, email address, work address and phone number, manager name and contact information, offer letter, compensation information usernames; family member information; photos of you or your family member that you share with us</p>	<ul style="list-style-type: none"> <li>• You, including via our contact form on our website, electronic questionnaires, emails, regular mail of documentation and verbal conversations</li> <li>• The devices you use (i.e., IP address)</li> <li>• Businesses that provide Services in partnership with us or on our behalf</li> <li>• Other clients who may provide us with your information (e.g. your sponsor)</li> <li>• Third party</li> </ul>	<ul style="list-style-type: none"> <li>• Providing, administering, or registering you for our Services</li> <li>• Providing customer support</li> <li>• Improving the Services, analyzing our performance, or other internal business process enhancement</li> <li>• Preventing fraud or harm to us or others</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers</li> <li>• Authorized vendors</li> <li>• U.S. government agencies</li> </ul>
<p><b>Commercial Information</b>, such as:</p> <p>portions of your credit, debit or other payment card or financial account information necessary to process payments; payment types; transaction amounts or details; third-party payment methods you use; records of Services rendered</p>	<ul style="list-style-type: none"> <li>• You</li> <li>• Businesses that provide Services in partnership with us or on our behalf</li> <li>• Financial institutions, payment processors, and other providers of financial</li> </ul>	<ul style="list-style-type: none"> <li>• Completing financial transactions</li> <li>• Providing, administering, or registering you for our Services</li> <li>• Providing customer support</li> <li>• Improving the Services, analyzing our</li> </ul>	<ul style="list-style-type: none"> <li>• Service providers</li> <li>• Authorized vendors</li> </ul>

	products or Services	performance, or other internal business process enhancement <ul style="list-style-type: none"> <li>Preventing fraud or harm to us or others</li> </ul>	
<b>Demographic Information</b> , which may be characteristics of protected classifications under California or federal law, such as:  Gender; date of birth; age	<ul style="list-style-type: none"> <li>You</li> <li>Your sponsor</li> <li>Businesses that provide Services in partnership with us or on our behalf</li> </ul>	<ul style="list-style-type: none"> <li>Providing, administering, or registering you for our Services</li> <li>Providing customer support</li> <li>Improving the Services, analyzing our performance, or other internal business process enhancement</li> </ul>	<ul style="list-style-type: none"> <li>Service providers</li> <li>Authorized vendors</li> <li>U.S. government agencies</li> </ul>
<b>Audio or Visual Information</b> , such as:  Photos you provide to us for provision of Services	<ul style="list-style-type: none"> <li>Videos, photos, or recordings you provide directly to us for any reason</li> </ul>	<ul style="list-style-type: none"> <li>Providing, administering, or registering you for our Services</li> </ul>	<ul style="list-style-type: none"> <li>Service providers</li> <li>Authorized vendors</li> <li>U.S. government agencies</li> </ul>

Under some privacy laws, certain types of personal information listed above are considered “sensitive” personal information and are protected by additional rights and obligations. This information may include sensitive or special categories of information, such as financial information, criminal history, political affiliation, etc., when required by the U.S. government to provide you the requested Services. Where required by law, we will obtain your consent before collecting your sensitive personal information or provide you with a right to limit the use and disclosure of sensitive personal information, as described below (“Your Privacy Rights”).

#### **Other information:**

We use cookies and related technologies on our website. We use these technologies to understand how many users visit our sites and the pages they access so that we can best tailor our web Services to our visitors. The cookie technology is for internal purposes only and Bauerle Legal PLLC does not permit third party tracking of visitors to our website.

**Do Not Track (“DNT”) Signals Advisory:**

Bauerle Legal PLLC does not track over time and across third party websites (e.g. using Google Analytics or other third party providers) and does not provide any of your information to third parties from our website for tracking purposes. California law requires us to advise whether we alter our data collection and use practices in response to Do Not Track Signals. We currently do not respond to “Do Not Track” requests.

**Our lawful basis for processing your information**

We process your information under the following legal bases:

- With your consent to process for the specific purposes listed in this Privacy Policy;
- Where processing is necessary for the performance of a contract;
- Where processing is necessary for compliance with a legal obligation; and
- Where processing is necessary for the legitimate interest, particularly related to employment conditions.

**How we use your information**

We collect your information—and, if required, your family members’ information and/or employer information—for the purposes of providing legal Services. We will not be able to provide the Services you or your sponsor requested if we do not have all your information and other necessary information.

The legal Services include analyzing, completing and processing immigration, visa and related filings and submissions to relevant government agencies, providing legal and consultative advice as to eligibility to obtain immigration benefits, and assisting with international transfers and other immigration issues. In many instances such as visa extensions, permanent residency, and other cases related to changes in employment, the Services we provide require follow-up Services. If such follow-up is required, the information we have collected previously is used to provide the additional related Services for which we have been engaged.

We use your information (such as email, telephone number physical address, and other contact information) to respond to your inquiries, proactively provide you with updates or other information about your legal matter, schedule appointments and otherwise communicate with you as needed or permitted, to continue to provide you with our Services.

We use your information to comply with our contractual agreements with our clients and to help them ensure compliance with immigration law. We also use your information in other instances in connection with the Services we provide. This use occurs only when

there is a legitimate interest to do so that is not overridden by your data protection rights as required by law.

**Other ways of using your information:**

We use your information for client and internal administration, compliance audits, adherence to policies and procedures, ensuring the security and integrity of our Services, and in ensuring that our IT systems function effectively. In addition, we process your personal information with your consent, such as when we use your contact details to respond to a request or question by you, or where required by law.

We may also use your information for internal analytics, benchmarking, and other business purposes to improve and customize our Services.

**To protect our legitimate business interests and legal rights:**

Where required by law or where we believe it is necessary to protect our legal rights, interests, and the interests of others, we use your information in connection with legal claims, compliance, regulatory, and audit functions, and disclosures in connection with the acquisition, merger or sale of a business.

**How we share your information**

To provide you with our Services we will need to share your information with certain third parties, including various agencies in the U.S. government. We share your information in the ways discussed in this Privacy Policy, but we don't sell or otherwise share your information with advertisers or other third parties. We require any of our vendors, service providers and third parties to adhere to any privacy and security requirements governing the collection, use, and processing of your information.

**Selling personal information**

We do not sell your information and we have not sold your information in the last 12 months.

**Sharing with third parties, our service providers, and your employer:**

We also do not share, transfer, rent, use, or distribute your information for purposes other than those disclosed here unless required by law or as authorized by you or your employer. We share your information with your current or prospective employer, or a third party as your employer instructs us, only to the extent that it is appropriate or necessary in connection with the Services we provide or to protect the interests of any person, where permitted by applicable law.

Where our Services are retained by your employer on your behalf, we share your information as instructed by your employer for any purpose required to provide the Services as permitted by applicable law. In addition, as part of the legal Services we have been directed to provide, we disclose your information to government agencies as well as your former, current, or prospective employer (our client) and its related entities.

In order to obtain immigration benefits on your or your employer's behalf, we will disclose your information to government agencies and immigration authorities.

We also share the information with certain service providers we have retained in connection with the Services we provide, such as translators, education evaluations, couriers, or other necessary entities. We take steps to require that third parties and service providers protect the information consistently with this Privacy Notice. These service providers are authorized to use the information only as necessary to perform Services on our behalf or to comply with law or legal process. Where we have knowledge that a service provider processes your information in a manner contrary to this Privacy Notice, we will take reasonable steps to prevent or stop the processing.

In addition, we will disclose information about you: (1) to comply with the law and reasonable requests from law enforcement; (2) to enforce contracts and other legal agreements; (3) when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss in connection with an investigation of suspected or actual illegal activity; or (4) if necessary to protect the vital interests of any person.

#### **Business Transactions:**

Information that we collect from our users under this Privacy Policy, is considered to be a business asset. Thus, if we are acquired by a third party as a result of a transaction such as a merger, acquisition, or asset sale or if our assets are acquired by a third party in the event we go out of business or enter bankruptcy, some or all of our business assets, may be disclosed or transferred to a third-party acquirer in connection with the transaction. Such information will be governed by the terms of this policy unless you are notified of any changes and provided an opportunity to exercise any rights that may be available.

#### **How we store and retain your information**

##### **Information storage and data transfers:**

We use data hosting service providers in the United States to host the information we collect, and we incorporate technical measures to secure your data.

If you are located in the European Union or other regions with laws governing data collection and use that may differ from U.S. law, please note that we may transfer information, including your information, to a country and jurisdiction that does not have the same data protection laws as your jurisdiction, and you consent to the transfer of information to the U.S or any other country in which our service providers maintain facilities. This Privacy Policy and required data protection safeguards continue to apply regardless of whether and where data is transferred.

##### **Data Retention:**

We will retain your information for as long as necessary to provide you and your employer, prospective employer, or immigration sponsor with the requested immigration Services. We may also retain your information as necessary to comply with legal and

other compliance obligations, to resolve disputes and enforce agreements, or for other authorized uses under this Privacy Policy for which we have a valid business purpose.

### **Your Privacy Rights: How to access and control your information**

You have certain rights, choices, and means available to you when it comes to your information, including the use and disclosure of that data. Below is a summary of those choices, how to exercise them and any limitations.

You may also have certain rights and choices regarding our processing of your information, including the right to:

- Know the categories and/or specific pieces of information collected about you, including whether your Information is disclosed, and with whom your information was shared
- Access a copy of your information retained by us
- Request deletion of your information
- Correct or amend your information
- Request Limited Use and Disclosure of Sensitive Personal Information or Personal Data
- Non-Retaliation/Non-Discrimination: You have the right not to be discriminated against for exercising your privacy rights.
- Right to Appeal: If we decline to take action in response to your exercise of a privacy right listed here, we will inform you of the reason for the denial and provide you instructions on how to appeal the decision where applicable.

Some states provide additional privacy rights that you may be eligible to exercise. These include:

- **California's 'Shine the Light' Law:** Under California's "Shine the Light" law, a California resident with whom we have an established relationship has the right to request information about our disclosure of personal information to affiliated companies or third parties for their direct marketing purposes, within the immediately preceding calendar year, subject to certain exceptions.
- **Nevada Residents:** Nevada residents have the right to request that we do not sell certain personal information to select third parties for monetary consideration, even if their personal information is not currently being sold.

To exercise any of these rights please contact [info@bauerlelegal.com](mailto:info@bauerlelegal.com).

We may need to request specific information from you to help us confirm your identity and ensure your right to access your information (or to exercise any of your other

rights). This is a security measure to ensure that your information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

**Your Choices:**

Your choices may be limited in certain circumstances. For example, if fulfilling your request would reveal information about another person, or if you ask to delete information which we or your employer are required by law to retain or have compelling legitimate interests to keep, we may deny your request. Where you have asked us to share data with third parties, for example, by submitting applications for immigration benefits on your behalf, you will need to contact those third-party service providers directly to have your information deleted or otherwise restricted. If you have unresolved concerns, you may have the right to complain to a data protection authority in the country where you live, where you work, or where you feel your rights were infringed.

**Access and update your information:**

We strive to maintain the accuracy of information. If your information changes, please contact Bauerle Legal PLLC to update your information. Our advice and legal strategies may change based on updates to your information (such as change in residence address or job title) and therefore request that you notify us as soon as possible of any potential changes to your information.

**Delete your Information:**

To delete your information, please send an email to [info@bauerlelegal.com](mailto:info@bauerlelegal.com). We will review your request and respond within a short period. Please note, Bauerle Legal PLLC is mandated to retain most of your information to meet legal obligations, including U.S. state laws regarding legal file retention, and may not be able to honor your request.

**Other important privacy information****Notice to End Users:**

Where the Services are made available to you through an organization (e.g., your current or prospective employer), that organization has access to and control over the data provided to us, including, but not limited to, personal information stored in our case management system. We are not responsible for the privacy or security practices of an administrator's organization, which may be different from this policy.

**European Union and United Kingdom Residents**

Residents of the European Union and United Kingdom may have additional rights, including a right to an independent dispute mechanism to resolve complaints, and the right to choose whether information collected about you is used for a purpose that is materially different from the purpose(s) for which it was originally collected or subsequently authorized. To exercise your rights, please contact us at [info@bauerlelegal.com](mailto:info@bauerlelegal.com).



For certain processing activities, we agree to comply with, and you may have the right to complain to your local data protection supervisory authority. You can find their contact details here: [http://ec.europa.eu/justice/data-protection/bodies/authorities/index\\_en.htm](http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm).

### **Children**

Our Services are directed at a general audience and are not targeted to children. We do not knowingly collect personal information or personal data from children. If we learn that we have collected such information from an individual under age 16, we will use reasonable efforts to promptly remove the information. If you believe that we may have information from a child, please contact us at [info@bauerlelegal.com](mailto:info@bauerlelegal.com).

### **Your Acceptance of These Terms:**

By using our Services, you accept and agree to this Privacy Policy.

### **Changes to this Privacy Policy:**

We reserve the right to revise this Privacy Policy from time to time. We will post changes on this page and indicate the "last modified" date at the top of this page. Please check back often for any updates. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically, and that your continued use of our Services after any change in this Privacy Policy will constitute your acceptance of such change.

### **Contact Us:**

If you have any questions about this Privacy Policy, please contact us via email at [info@bauerlelegal.com](mailto:info@bauerlelegal.com) or telephone at (571) 765-3392. You may also write to us at Bauerle Legal PLLC, 2300 Wilson Blvd., Suite 700-1018, Arlington, VA 22201.