

NSBLaw, P.C. AND AFFILIATES PRIVACY POLICY

EFFECTIVE AS OF SEPTEMBER 20, 2024

NSBLaw Customer Privacy Policy

Protecting your privacy is extremely important to NSBLaw. We strive to keep your personal information confidential. Please take a moment to read the Privacy Policy to ensure that you are aware of and understand how we handle your personal information. Capitalized terms used and not defined herein have the meaning ascribed thereto in our [Terms and Conditions of Use Agreement](#).

Why we collect personal information

You can visit and enjoy our Web Sites without disclosing any personal information about yourself or your company. However, we may collect personal information to enroll you in our Services (as defined in our Terms and Conditions of Use) or allow use of certain features of our Web Sites. The information we require is the absolute minimum necessary to ensure that these features and our Services work properly. NSBLaw uses your personal information to provide you with superior client Services and to communicate with you regarding your inquiries. In addition, we use your personal information to keep you up to date on the latest Service announcements, feature updates, special offers, and other information we think you would like to hear about. From time to time, we may also use your personal information in order to contact you regarding participation in a market research survey, so that we can gauge client satisfaction and improve our features and Services further. Should you begin, but not complete, any sign up or registration process, NSBLaw may use your personal information to contact you regarding your experience at the Web Site, and may talk to you further about our Services.

How we collect personal information

We collect information about you or your company: (i) that you submit on our contacts page or in connection with certain features of our Web Sites or our Services. In addition, when you sign up or register for NSBLaw Services or Web Site features (including blogs, chat rooms, newsletters and other interactive services), or ask to be included in an email mailing list or subscription service, we collect and store the information you provide in a secure database.

When we disclose personal information

The ability to communicate with our clients in order to provide certain of the Web Site features and Services is required, and your personal information may be shared with other NSBLaw employees, agents and affiliates. They will protect your personal information in accordance with this NSBLaw Privacy Policy. We will not share your personal contact information with other companies unless you specify otherwise.

NSBLaw works with other companies that help us provide the Web Site features and Services to you, and we may provide your personal information to these companies. For example, should we need to forward written documents to you, we give shipping companies this information so they can deliver more efficiently. The information they receive is for shipping and delivery purposes only, and we require that the companies safeguard your personal information in accordance with NSBLaw's policies.

We may be required to share your personal information and non-personal information pursuant to judicial or governmental subpoenas, warrants, or orders. If we are required to do so, we will, of course, obey the law. In addition, notwithstanding any term to the contrary in this Privacy Policy, we reserve the right to use, disclose, and/or share your personal and non-personal information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of this our Terms and Conditions of Use or as otherwise required by law, rule, regulation, or judicial, administrative or investigative processes.

How Do We Protect Your Personal Information?

NSBLaw safeguards the security of the data you send us with physical, electronic, and managerial procedures. We urge you to take every precaution to protect your personal data when you are on the Internet. Change your passwords often, use a combination of letters and numbers, and make sure you use a secure browser.

The NSBLaw Web Site uses industry-standard Secure Sockets Layer (SSL) encryption on all web pages where personal information is required. To sign up or register for NSBLaw Services or Web Site features, or to log into the client section of the Web Sites, you must use an SSL-enabled browser. This protects the confidentiality of your personal and account information while it is transmitted over the Internet.

Information We Collect and How We Use It

NSBLaw collects certain information from and about its users three ways: directly from our Web Server logs, the user, and with cookies that a Web Server logs.

When you visit our Web Site, we may track information to administer the site and analyze its usage. Examples of information we may track include:

- Your Internet Protocol (IP) or Uniform Resource Locator (URL) address.
- The kind of browser or computer you use.
- Number of links you click within the Site.
- State or country from which you accessed the Site.
- Date and time of your visit.
- Name of your Internet service provider.
- Web page you linked to our Site from.
- Pages you viewed on the Site.

We offer various Services to the public. For example, we send out publications and distribute an electronic newsletter. We use a third party to deal with some publication requests, but they are only allowed to use the information to send out the publications.

We have to access and maintain the personal information of the people and companies who have requested our Services in order to provide the Services to them. However, we only use such information to provide the Services as requested and for other closely related purposes.

Use of Cookies

NSBLaw may use cookies to personalize or enhance your user experience. A cookie is a small text or data file that includes an anonymous unique identifier that is sent to your browser and stored on your hard drive. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a Web Server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. For example, if you personalize a web page, or navigate within a site, a cookie helps the site to recall your specific information on subsequent visits. This simplifies the process of delivering relevant content and eases site navigation by providing and saving your preferences and login information as well as providing personalized functionality.

NSBLaw reserves the right to share aggregated site statistics with partner companies, but does not allow other companies to place cookies on our Web Sites unless there is a compelling benefit to our clients and users.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies. If you reject cookies by changing your browser settings then be aware that this may disable some of the functionality or features on our Web Sites.

Some advertisements may be managed and placed on our Web Sites by third parties. These companies are called "network advertisers." Network advertisers who place advertisements on our Web Sites may use cookies and Web beacons to collect non-personally identifiable information about your visits to our Web Sites and other

Websites in order to provide advertisements about goods and services of interest to you.

We do not install any spyware or adware in connection with our Web Sites, or distribute any commercial message, or authorize any third party to distribute any commercial message, by means of spyware or adware. "Spyware" or "adware" is any software which has been downloaded to and/or installed on an Internet user's computer, without the user's actual consent, and facilitates the distribution of any commercial message to the user. If you feel you may have spyware or adware from another company installed on your machine, there are various anti-spyware/adware software applications available on the Internet to identify if this has occurred.

We may share aggregated demographic information with third parties, but this information is not linked to any personal information that can identify you or another individual person. Therefore, no personal information is disclosed in this manner.

Personal Information Users

Visitors to our Web Sites can register to purchase or subscribe for Services or access certain features of our Web Sites. When you register, we will request some personal information such as name, address, email, telephone number or facsimile number, payment information (if applicable) and other relevant information. If you are purchasing a subscription or other service, we will request financial information. Any financial information we collect is used only to bill you for the services you purchased. If you purchase by credit card, this information may be forwarded to your credit card provider. For other types of registrations, we will ask for the relevant information. You may also be asked to disclose personal information to us so that we can provide assistance and information to you. For example, such data may be warranted in order to provide online technical support and troubleshooting.

We will not disclose personally identifiable information we collect from you to third parties without your permission except to the extent necessary including:

- To fulfill your service requests for Services or access Web Site features selected by you;
- To protect ourselves from liability;
- To respond to legal process or comply with law, rule or regulation; or
- In connection with a merger, acquisition, or other business combination or extraordinary business event involving NSBLaw.

Use of Web Beacons or GIF files

NSBLaw's web pages may contain electronic images known as Web beacons - sometimes also called single-pixel gifs - that allow NSBLaw to count users who have visited those pages and to deliver co-branded services. NSBLaw may include Web beacons in promotional e-mail messages or newsletters in order to determine whether messages have been opened and acted upon.

Some of these Web beacons may be placed by third party service providers to help determine the effectiveness of our advertising campaigns or email communications. These Web beacons may be used by these service providers to place a persistent cookie on your computer. This allows the service provider to recognize your computer each time you visit certain pages or emails and compile anonymous information in relation to those page views, which in turn enables us and our service providers to learn which advertisements and emails bring you to our website and how you use the site. NSBLaw prohibits Web beacons from being used to collect or access your personal information.

Our Personal, Company-Wide Commitment to Privacy

To make sure your personal information remains confidential, we communicate these privacy guidelines to every NSBLaw employee, affiliate, agent and staff member.

NSBLaw does not knowingly solicit personal information from children or send them requests for personal

information.

NSBLaw's website may contain links to other websites, including those operated by unrelated third parties. In addition, if you click on an advertisement on our Web Sites, you may be directed to a web page within our Web Sites or to third-party Websites. NSBLaw does not share your personal information with those websites and is not responsible for third party privacy practices. We encourage you to learn about the privacy policies of those other websites and companies. This Privacy Policy applies only to NSBLaw Web Sites.

If we are going to use your personal information differently from that stated at the time of collection, we will contact you via email using the most recent information we have. If you have not given us permission to communicate with you, you will not be contacted, nor will we use your personal information in a new manner.

This NSBLaw Privacy Policy is subject to change at any time. We encourage you to review our Privacy Policy regularly for any changes. If you have any questions, concerns, or comments about this Privacy Policy, please feel free to contact us.

NSBLaw, P.C.
Privacy Administrator
11 Radnor Lane
Mahopac, NY 10541
Email: info@nsblawpc.com

NSBLaw Opt-Out Methods

As discussed in our Terms and Conditions of Use, NSBLaw may sometimes use or disclose information about you to bring to your attention products, programs, or services that may be of interest to you that are offered either by us, an affiliated company, or an outside company.

However, we respect your choice regarding the sharing of your information. Should you wish to direct us not to use information about you for these purposes or not to share this information with others ("opt out"), we ask that you check the appropriate box or boxes below and mail this form to us at the address provided below or complete, sign and mail to us the form of letter provided below. **Please note that if you have previously opted out, you will not need to do so again. If you have not previously opted out and choose to do so at this time, include your name, address, and, so that we can verify your identity, your NSBLaw account number:**

MAIL TO:
NSBLaw, P.C.
Privacy Administrator
11 Radnor Lane
Mahopac, NY 10541
Email: info@nsblawpc.com

You can exercise your right to "opt out" at this time or at any time throughout your relationship with NSBLaw. Your choice will be valid until revoked in writing by you, via the form below or a separate correspondence.

Information Sharing With Affiliates and Non-Affiliates For Marketing Purposes:

☐ PLEASE DO NOT SHARE ANY INFORMATION YOU MAY HAVE ABOUT ME WITH NSBLAW'S AFFILIATED COMPANIES OR OTHER PARTIES (OTHER THAN DISCLOSURES PERMITTED BY LAW, RULE, REGULATION OR JUDICIAL OR ADMINISTRATIVE OR INVESTIGATIVE PROCESS), AND DO NOT SEND ME ANY PROMOTIONAL INFORMATION ABOUT NSBLAW'S OR THIRD PARTY PRODUCTS, PROGRAMS, AND SERVICES. I understand that by electing this option my information will not be shared with

anyone outside of NSBLaw (except for disclosures permitted by law, rule, regulation or judicial or administrative or investigative process) and that I will not receive any promotional information or communications regarding products and services from NSBLaw's affiliates or other third parties; provided, however, NSBLaw will still be allowed to continue to use my information in furtherance of the performance of the Services that I have requested.

☐ PLEASE DO NOT SHARE ANY CREDIT-RELATED INFORMATION ABOUT ME (EXCEPT AS DESCRIBED IN THE NSBLAW TERMS AND CONDITIONS) WITH NSBLAW'S AFFILIATED COMPANIES.

Print Name: _____

Address: _____

(City) (State) (ZIP)

Account Number(s): _____

Signature: X _____

Date: _____

Please note: Unless the information you provide above is complete and legible, we may not be able to process your choices.

PRINT

(You may also use the following form letter to opt-out. Please complete, sign and mail to NSBLaw:)

[Date]

NSBLaw, P.C.
Privacy Administrator
11 Radnor Lane
Mahopac, NY 10541
Email: info@nsblawpc.com

[Name of company]

RE: Opt-Out Instructions for Account #_____

Dear Sir or Madam:

The following are my instructions with regard to your information sharing and marketing policies:

You do not have my permission to share my personally identifiable information with non-affiliated third party companies or individuals. I am asserting my rights to opt-out of any sharing or marketing of my information by your company.

Check box if applicable:

☐ [Optional] I do not wish to receive marketing offers from your company or its affiliates. Please delete my name from all marketing lists and databases.

☐ [Optional] Your company's Terms and Conditions states you may otherwise use my information as "permitted by law, rule, regulation or judicial or administrative or investigative process." I wish to limit other uses of my personal information by your company and its affiliates in this regard. In particular:

You do *not* have my permission to disclose any information about me, including Account and Transaction Information, to your affiliates.

You do *not* have my permission to disclose any information about me in connection with joint marketing agreements between your company and another company.

Thank you for respecting my privacy and honoring my choices regarding my information.

Sincerely,

[Your signature]

[Your name]

[Your address]