

Privacy Policy

A. Emmink Professional Corporation (“AEPC”) recognizes the importance of privacy and the sensitivity of personal information.

As paralegals we have a professional obligation to keep confidential all information we receive within a paralegal-client relationship. We are committed to protecting any personal information we hold. This Privacy Policy outlines how we manage your personal information and safeguard your privacy.

Collection of Personal Information

We collect information only by lawful and fair means and not in an unreasonably intrusive way. Typically, and wherever possible, we collect your personal information directly from you, at the start of a retainer and in the course of our representation. In some cases, we shall ask you to specifically consent, either in writing or orally, if we collect, use, or disclose your personal information. In many cases, however, your consent will be implied through your conduct with us. Your provision of personal information to AEPC means that you consent and agree that we may collect, use and disclose your personal information in accordance with this Privacy Policy and your retainer. If you do not agree with the terms of this Privacy Policy and/or your retainer, we request that you kindly refrain from providing any personal information to us, although this may limit our ability to provide certain services to you that require our use and disclosure of your personal information.

Our Approach to Security

We maintain reasonable physical, technical, and procedural measures to limit access to personal information to authorized individuals with appropriate purposes. If you believe that someone has improperly used personally identifiable information about you or has made inquiries that you did not authorize, please contact us immediately.

Use of Personal Information

We use your personal information to provide legal advice and services to you, to administer our client (time and billing) databases and to include you in any direct marketing activities. If you tell us that you no longer wish to receive information about our services, or about new developments in the law, we will not send any further material. AEPC does not disclose your personal information to any third party to enable them to market their products and services. For example, we do not provide our client mailing lists to other paralegal/law firms or organizations. For your convenience, our website may contain links to the sites of businesses, organizations and other companies. Please keep in mind that these sites are not under our control and we are not responsible for the privacy practices of the companies that run them. If you, in any way, frequent one of these sites, we encourage you to locate and familiarize yourself with their applicable privacy policy.

Updating Your Information

Since we use your personal information to provide legal services to you, it is important that the information be accurate and up-to-date. If during the course of the retainer, any of your information changes, please inform us so that we can make any necessary changes.

Communicating with Us

You should be aware that e-mail is not a completely secure medium, and you should be aware of this when contacting us to send personal or confidential information.

Policy Changes

AEPC may change its privacy policy or practices from time to time.

Disclaimer

This information and resources presented through this website is strictly for your information. The contents of this website are not intended to be considered as legal advice of any kind. No legal obligation or paralegal relationship with this firm or its paralegals arises or exists from your use of this website or from your sending us an e-mail or any other communication. Any information viewed at or received from this website must in all cases be verified independently by you by hiring a paralegal from this firm or by you obtaining independent legal advice from other sources.

Retaining a paralegal from this firm can only be accomplished through personal contact with the paralegal entering into a formal engagement agreement signed by you and accepted by us in writing. Unless you are an existing client, information provided to us in an e-mail may not be considered confidential, and information should not be sent to us by e-mail or otherwise without prior written agreement of this firm. The presentation of information on this website does not establish any form of paralegal-client relationship with A. Emmink Professional Corporation or with any of its paralegals or agents.

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