

Privacy Policy

Updated 2 May 2020

The Law Office of PJ Putnam, P.C. (the “**Law Office**”) is committed to the protection of your personal information. This Privacy Policy sets out the basis on which we collect and use personal information about you as part of our business activities. Should we ask you to provide certain information by which you can be identified when using this website or our services, then you can be assured that it will only be used in accordance with this privacy statement.

The Law Office may revise this statement from time-to-time by changing this Privacy Policy and posting it on the Law Office’s website.

How Do We Collect Your Personal Information?

We may collect Your personal information in several different ways, including:

- When you visit the Law Office’s website and submit a completed “Contact Us” card;
- When you attend a talk, seminar, or other presentation from us;
- When you request information from us;
- During the period of time that we represent you and your interests;
- Possibly through third-parties; and,
- When you provide us with your personal information.

What Kind of Personal Information Do We Collect?

Examples of personal data that we may collect, include (but, are not necessarily collected from everyone):

- Your name and contact information;
- The name and contact information for your company, entity, and/or employer;
- Your payment-related financial information;
- Records regarding your visits to the Law Office’s website;
- Your employment and academic history;
- Your background and information regarding your reasons for desiring to engage our services; and,

- All other personal information that you provide to us.

How Do We Use Your Personal Information?

We will only use your personal information when we have a legal basis to do so. The most general reasons for us to use your personal information involves or more of the following circumstances:

- Contractually, when you are a party;
- Compliance with the Law Office's legal obligations;
- During the course of the Law Office's providing legal services;
- When it is necessary to establish, exercise, or defend legal claims; and,
- When you consent for us to do so.

Sharing and Transferring Your Personal Information?

The Law Office may share your personal information with any third-parties who provide services on the behalf of the Law Office. Further, the Law Office may disclose your personal information to our employees, agents, consultants and sub-contractors who assist us in running our business, including this website, or provide related services, and who are subject to security and confidentiality obligations.

During our engagement, it may be required that the Law Office transfer some of all your personal information outside the United States. Therefore, we may transfer your personal information between countries if it is required for a relevant purpose as described above. Please be aware that other countries may not provide the same level of protection as the laws of the United States and/or the Great State of Texas, as the case may be. However, we will ensure a level of protection for your personal information at least as protective as that required by the General Data Protection Regulation of the European Union (GDPR).

Security?

As part of the Law Office's electronic security package, we have put in-place a system and set managerial procedures to safeguard and secure the information we collect online and on our systems.

Links to Other Websites?

The Law Office's website contains links to other websites. Please know that once you leave the Law Office's website, we do not have any control over that other website. Therefore, the Law Office cannot be responsible for the protection and privacy of any information which you provide while visiting such websites and such websites are not governed by this privacy statement. Exercise caution and review the privacy statements of third-party websites that you visit.

What are Your Rights?

Based on your jurisdiction, you may be entitled to one or more of the following rights:

- You have the right to request a copy of your personal information that the Law Office has collected;
- You have the right to correct any information that the Law Office has collected, and you have the right to ask to have your personal information deleted;
- You have the right to ask the Law Office not to share or transfer any of your personal information; and,
- You have the right to make a complaint about us with a local supervisory authority; however, the Law Office requests that you allow us to correct any issue that you may have prior to your escalating an issue.

Please know that the Law Office may continue to collect your personal information, regardless of whether you withdrew your consent to us or not, should the Law Office be required or permitted to do so under applicable law.

To exercise your right in relation to the data we hold on you, please use the contact details in below:

Law Office of PJ Putnam, P.C.
18208 Preston Road, Ste. D9-159
Dallas, TX 75252
United States of America
Office: (214) 449-0566 Fax: (855) 943-3376
PJ Putnam, Appointed Person
Email: pjputnam@TexasBizLawyer.com

Retention of Your Personal Information?

The Law Office may retain your personal data only for as long as is appropriate for our relationship with you, in accordance with our retention policies, and in accordance with applicable laws in the jurisdictions in which we operate. As stated earlier in this Privacy Policy, the Law Office may retain your personal information for so long as it is necessary to properly support your engagement and during the period of statute of limitations for all claims that may be asserted by you or a third-party.