# **Privacy Policy**

Last Updated: September 13, 2024

At Settlement Guides LLC, we respect your privacy and are committed to protecting the personal information you share with us. This Privacy Policy outlines how we collect, use, and disclose information collected through our website, Settlement Guides LLC (the "Site"), and the services we provide (collectively, the "Services"). By using the Site or Services, you agree to the terms outlined in this Privacy Policy.

#### 1. Information We Collect

We collect both personal and non-personal information from users of our Site and Services.

#### 1.1 Personal Information

When you use our Services or interact with our Site, we may collect the following types of personal information:

- Contact Information: Name, email address, phone number, and other contact details
- Lead Information: Details about the leads you provide or that we collect for third-party use, including names, business information, email addresses, and phone numbers
- Account Information: Login credentials, user preferences, and payment details.
- **Communication Information:** Any other information you voluntarily provide to us through forms, emails, or other communications.

#### 1.2 Non-Personal Information

We may also collect non-personal information such as:

- Device Information: Browser type, IP address, operating system, and device information.
- **Usage Data:** Information about how you interact with the Site, including pages visited, time spent on the Site, and clickstream data.

#### 2. How We Use Your Information

We use the information we collect for the following purposes:

- **To Provide Services:** We use personal and lead information to deliver the Services, including generating, managing, and distributing leads to third parties.
- **To Improve User Experience:** Non-personal information helps us analyze and improve the functionality and user experience of our Site and Services.
- **To Communicate with You:** We may send you updates, notifications, and respond to your inquiries or requests.
- **To Ensure Compliance:** We use your information to comply with applicable legal, regulatory, and contractual obligations.
- **To Process Payments:** For Services that require payment, we may use your financial information to process and manage payments securely.

## 3. Lead Collection and Third-Party Use

Settlement Guides LLC collects leads, which may include personal and business information, for distribution to third parties. By providing or submitting information to us, you agree that the data may be shared with our third-party partners or clients, in accordance with the purposes for which the information was collected.

Third parties receiving these leads are expected to comply with applicable data privacy laws, including but not limited to the Telephone Consumer Protection Act ("TCPA") and General Data Protection Regulation ("GDPR"), where applicable. However, Settlement Guides LLC is not responsible for the actions or data handling practices of third parties once the lead information is transferred.

## 4. Sharing Your Information

We do not sell your personal information. However, we may share your information under the following circumstances:

- **With Third Parties:** To facilitate the provision of our Services, we may share lead data with third-party partners and clients.
- **Service Providers:** We may engage trusted third-party service providers to perform certain functions, such as data storage, payment processing, or IT support.
- **For Legal Compliance:** We may disclose information if required by law or to protect our legal rights, comply with a legal obligation, or prevent fraud or security issues.
- In the Event of a Business Transfer: If Settlement Guides LLC is involved in a merger, acquisition, or sale of assets, your information may be transferred as part of that transaction.

# 5. Data Security

We take data security seriously and employ commercially reasonable security measures to protect your personal information from unauthorized access, disclosure, or destruction. However, no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee the absolute security of your data.

## 6. Your Choices and Rights

You have the following choices regarding your personal information:

- Access and Correction: You may request access to or correction of the personal information we hold about you.
- **Opt-Out:** You may opt out of receiving marketing communications from us by following the unsubscribe instructions provided in such communications.
- Data Deletion: You may request the deletion of your personal information. However, we may retain certain information as required by law or for legitimate business purposes.
- **Do Not Track:** Settlement Guides LLC does not currently respond to "Do Not Track" signals from web browsers.

# 7. Cookies and Tracking Technologies

We use cookies and similar tracking technologies to improve your experience on the Site and to collect data about your browsing activity. Cookies are small text files stored on your device that help us understand how you interact with our Site.

You can adjust your browser settings to refuse cookies, but doing so may affect your ability to use certain features of the Site.

#### 8. International Users

Settlement Guides LLC operates in the [Insert Country], and our Services are intended for users located within this region. If you are accessing our Site from outside [Insert Country], please be aware that your information may be transferred, stored, and processed in a country where data protection laws may differ from those in your jurisdiction.

## 9. Children's Privacy

Our Services are not directed at children under the age of 13, and we do not knowingly collect personal information from children. If we become aware that we have inadvertently collected information from a child under 13, we will delete such information as soon as possible.

## 10. Changes to this Privacy Policy

We reserve the right to update or modify this Privacy Policy at any time. Any changes will be posted on this page with an updated "Last Updated" date. We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting your information.

#### 11. Contact Us

If you have any questions or concerns regarding this Privacy Policy or our data practices, please contact us at:

#### **Settlement Guides LLC**

1700 Westlake Ave N, Suite 1000 Seattle WA 98109 info@Settlement Guides LLC 504-473-8207