

# Web Site Privacy Policy

All information collected on this site is used only by *Legal Aid Programs in Missouri*, the nonprofit organizations that hosts this site. We do not sell, give or trade information with third parties. This policy describes all the ways we currently use the information you give to us.

## Modifications to this Policy

If we decide to change our data collection and use practices, we will first publish a new policy on this web page before modifying our practices. YOUR ONLY NOTICE OF CHANGES IN OUR DATA COLLECTION AND USE PRACTICES WILL BE BY READING THIS PRIVACY POLICY. Information you provide while the current policy is in effect will be treated as promised in the current policy. Thus any changes we make in the future will not affect you unless you submit additional information after the modifications. For this reason, we encourage you to read this policy again if in the future you submit additional information.

## What Personal Information Do We Collect?

When you visit the public area of the Web site, you remain anonymous. To the extent you use e-mail links via the Web site to communicate with us and provide us with personally identifiable information, however, you will not remain anonymous. Because it is not possible to anticipate every conceivable context in which such information might be provided to us via e-mail, we can provide you no assurance that personally identifiable information you choose to provide to us via e-mail will be maintained as private.

As you browse this site, *Legal Aid Programs in Missouri* and its web hosting service may collect hit data or other web statistics in order to monitor web site traffic patterns. We do not attempt to link web traffic patterns to personally identifiable information. We use all non-personally identifiable data that it collects internally and together with its Web site designer and host in order to improve the Web site. The information is used, for example, to evaluate what portions of the Web site are more

popular than others, to determine from where visitors came to the site, and to determine how many times particular pages of the site were accessed in aggregate. Our personnel use the data to prepare reports regarding Web site activity as part of the process of maintaining and improving the site.

The public Web site does not presently require registration to access any portion of the site. The private side area, which is not accessible to the public, but only to those with appropriate authorizations including valid user IDs and passwords, requires completion of a registration process that includes basic information about you, such as name, e-mail address and the like. The purpose of private side access is for administration of the website only. That information is accessible to our personnel involved in the transaction or matter for which the private side area has been created and who have been authorized to access that area. That information also is accessible to personnel of the third-party service provider that administers the website software. Currently, the third-party service provider is Urban Insight, Inc.

We urge everybody under the legal age of adult to avoid disclosing any information over the Internet that would allow someone to identify them personally, including without limitation, their name, phone number, address, or social security number.

## **Cookies**

The Web site uses "cookies." Cookies are small text files that are placed on a visitor's computer hard drive that, among other things, allow an organization and/or the host of the organization's Web site to record how many times a user or computers within a user's network of computers has visited the Web site, the number of times various pages of the Web site have been accessed and other such information. You may disable receipt of cookies using features of your Web browser that disable or turn off cookies. *Legal Services of Missouri* does not use cookies to retrieve information that is unrelated to your visit to or your interaction with the site. Currently, the Web site uses cookies only to remember login names for those who are registered for the private side of the Web site.

## **What Steps Do We Take to Protect Your Privacy?**

We do not provide any personal information collected via its non-public area to other companies, firms or individuals without the permission of those who provided the information. We do not presently collect personally identifiable information via the

public area of its Web site except to the extent that such information is provided in unsolicited e-mails. *Legal Aid Programs in Missouri* and the host of its Web site take reasonable security precautions to maintain the privacy of the data that is collected such as ensuring that it is accessible only to appropriate personnel and that the information is user ID- and password-protected.

For all practical purpose, only attorneys or staff working for *Legal Aid Programs in Missouri* will have access to the information you submit through web forms or email. However, it is also possible that our Internet Service Provider (ISP) as well as your own ISP may access the information you submit over the Internet to us, although it is generally not the practice of ISPs to do so. Finally, although highly unlikely, computer hackers may be able to gain access to information you submit when its transmitted through the Internet or sitting on your server or our server.

BECAUSE WE CANNOT GUARANTEE THE PRIVACY OF INFORMATION YOU SUBMIT OVER THE INTERNET, No attorney-client relationship is created by sending us e-mail or using forms found on this site.

## **Links**

This site provides links to other sites as a benefit to you. *Legal Aid Programs in Missouri* is not in control of the information collection and dissemination practices of the sites to which this site links, nor do we necessarily endorse such practices merely by providing links. We urge you to use discretion in providing personal information to the sites to which we link. *Legal Aid Programs in Missouri* urges you to review the privacy policies posted on these third party Web sites at the time you first visit such sites. We undertake no obligation to review or ensure enforcement or compliance with the privacy policy of any Web site to which the Web site links.

## **What about Children's Privacy?**

*Legal Services of Missouri* does not knowingly collect personally identifiable information from any children under age 13.

## **Is Data Storage and Processing Conducted in the United States?**

Regardless of where you are located, the Web site collects information and processes and stores that information in databases located in the United States.

## Can We Revise this Privacy Policy?

Due to the rapidly evolving technologies on the Internet, we may occasionally update this privacy policy. All revisions will be posted to the Web site. We urge you to review its Privacy Policy frequently.

## Contacting the Web Site

If you have any questions about this privacy statement, this sites information collection and use practices, or any dealings with this web site, please Contact Us.

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