



Quality Control Policy

Title: Website Privacy Notice

Effective: 12/2016

Version: 1.0

Overview. This Privacy Notice discloses the privacy practices of the Firm with respect to our Website, whether accessed through a computer, tablet, smartphone or other device (individually or collectively, "Device" or "Devices"). Specifically, it outlines the types of information that we gather about you while you are using our Website ("Services"), and the ways in which we use and share this information. This Privacy Notice does not apply to any information that we may collect offline and/or through other means (for example, at a live event, via telephone, or through the mail). Please read this Privacy Notice carefully. By using the Services, you agree that your use of our Services, and any dispute over our online privacy practices, is governed by this Privacy Notice. The Firm reserves the right to change, modify or alter the terms and conditions of the Privacy Notice at any time. Your access of the Services for the limited and exclusive purpose of reviewing this Privacy Notice does not constitute your acceptance of this Privacy Notice unless you make any further use of or access to our Services.

I. Information You Provide to Us.

We may collect and store information that you voluntarily supply to us while using our Services, including information you send to us by email or other platforms in connection with a feature provided through the Services. This may include information that can be used to contact or identify you, such as your name, email address, mailing address, or telephone number. Some examples of this type of information include:

- Information that you electronically submit when you contact us with questions; and
- Information and content you provide when you upload information via our Employment Application.

II. Information We Collect.

We do not actively collect or store any personal information; however, your device or browser may automatically collect and/or transmit your device's unique identifier, IP address, and similar information.

III. Your Choices.

The decision to provide us with information on our website is yours. However, certain 'Contact Us' and Employment Application forms require you to enter personal information to participate in those Services.

If you want to limit the information that is automatically collected and/or transmitted by your Device, most web browsers allow you to disable certain functionality or set certain privacy settings. If you choose to turn off certain functionality, it may affect your ability to use our website.

IV. How We Use Information.

We may use the information voluntarily provided from you for any purpose related to the purpose for which the information was submitted. Examples include:

- To respond to a request for information;
- To contact you for customer service purposes; and/or
- For employment-related purposes.

V. How We Share Information. We do not share or sell any information that may be collected and/or transmitted to our website with any third parties.

VI. Questions Regarding Privacy.

If you have any questions about this Privacy Policy, our privacy practices, or your dealings with us, you can contact: MWC-Compliance@mwc-law.com.

Review Date	Approval Date	Approved by	Notes
12/2016	12/2016	Peter Mares	New Policy