

## MCKINLEY IRVIN, PLLC – MI PORTAL

### PRIVACY POLICY

Last updated September 25, 2014.

Welcome to MI Portal!

**Use caution when accessing MI Portal from a public or shared computer so that others are not able to view or record your password or other personal information.**

MI Portal is a hosted interface for use by clients of McKinley Irvin, PLLC (“McKinley Irvin”, “we” or “us”) and other third parties that play a role in the relationship we have with our clients.

McKinley Irvin views your privacy and confidentiality as a top priority. In furtherance of that priority, this Privacy Policy (this “Privacy Policy”) applies to MI Portal and describes the types of information that we collect on or that you provide through your use of MI Portal, how we use it, how we protect it, and the choices you can make about your information.

Please read this Privacy Policy carefully before you start using MI Portal. **By using MI Portal or by clicking to accept or agree to this Privacy Policy, you accept and agree to be bound and abide by this Privacy Policy and our Terms of Service, found at <http://www.mckinleyirvin.com/documents/McKinley-Irvin-MI-Portal-Terms-of-Service.pdf>, which is incorporated herein by reference.** If you do not agree to the Terms of Service or the terms of this Privacy Policy, you are not authorized or permitted to access or use MI Portal.

### TERMS

1. **Modifications; Updates:** McKinley Irvin may change the terms of this Privacy Policy at any time in its sole discretion. If you do not agree to be bound by such changes, you should discontinue your use of MI Portal. Whenever such changes are made, you are hereby deemed to have agreed to, and be bound by, such changes. You are expected to review this Privacy Policy frequently so you are aware of any changes. If we make any material changes we will notify you by email (sent to the email address specified in your account) or by means of a notice on MI Portal prior to the change becoming effective. You may not assign your rights or obligations under this Privacy Policy to anyone. If any part of this Privacy Policy is found to be unlawful, void, or unenforceable, that part will be deemed severable and will not affect the validity and enforceability of the remaining provisions.
2. **Information McKinley Irvin Collects:** MI Portal is a hosted interface for use by clients of McKinley Irvin and other third parties that play a role in the relationship we have with our clients. As such, you may voluntarily provide us with the information you deem reasonably necessary, or that we may request, to further our legal representation of our clients (our “Services”).

Such information may include:

- Your name;
- Your phone number;
- Your email address;
- Information regarding your children;

- Social security numbers;
- Credit card or other financial information; and
- Any other information that you provide through the course of using MI Portal and our Services.

For purposes of service quality assurance and other technical purposes, we may automatically collect other information about you and/or about your computer or device, including:

- Your Internet Protocol address;
- Domain name of your Internet service provider;
- Your approximate geographic location;
- Your device ID;
- Your search history in MI portal;
- The MI Portal pages that you visit, the MI Portal locations on which you click, and the times of your visits and clicks; and
- Aggregated information, that cannot be used to specifically identify you, collected when you use or visit the MI Portal and our Services.

We may collect information about you from third party sources.

We may combine all of the information we collect from or about you and use it in any manner described in this Privacy Policy.

3. **How We Use Your Information:** In addition to use in connection with our Services generally, we use the information that we collect from you for the following purposes:

- The purposes for which you provided it (including to provide specific Services to you as requested);
- To process and respond to your inquiries and comments;
- To send you information about your relationship, transactions, and Services with us;
- To contact you with information that we believe may be of interest to you;
- To develop new services;
- To personalize and enhance your experience using MI Portal and our Services;
- To generate and review reports and data about our client base and service usage patterns;
- To compile aggregate data for internal and external business purposes (with personal identifiers removed);
- To prevent fraud and abuse of MI Portal and our Services and to otherwise protect clients and our business;
- To administer, operate and improve MI Portal and our Services and for internal business purposes; and
- As otherwise stated in this Privacy Policy.

4. **How Your Information is Disclosed:** INFORMATION MAY BE DISCLOSED TO THIRD PARTIES IN ACCORDANCE WITH OUR PRIVACY POLICY, BUT ONLY IN SO FAR AS DISCLOSURE IS REASONABLY NECESSARY OR DESIRABLE IN THE PERFORMANCE OF OUR SERVICES (EXCEPT WITH RESPECT TO DE-IDENTIFIED INFORMATION, WHICH MAY BE USED AS SET FORTH HEREIN). PLEASE NOTE THAT YOU MAY CHOOSE NOT TO SHARE CERTAIN INFORMATION AS DESCRIBED IN YOUR CHOICES REGARDING YOUR INFORMATION, BELOW. WE WILL OBTAIN YOUR WRITTEN CONSENT PRIOR TO

DISCLOSURE OUTSIDE OF THAT IDENTIFIED IN THIS POLICY.

Third Party Service Providers and Business Partners. We may use, and share your information with, third parties and business partners to perform functions in connection with MI Portal and our Services. Examples include functions related to analyzing and improving MI Portal usefulness, data storage, providing clients with services, data analytics, and as otherwise described in this Privacy Policy. We may share information about you that third parties need to perform their functions or as necessary or desirable to perform our Services, such as submitting information to the courts, negotiating with other attorneys, and any other uses legally available to lawyers in the practice of law.

Business Changes. If we become involved in a merger, acquisition, sale of assets, bankruptcy, reorganization, dissolution, or other transaction or if the ownership of all or substantially all of our business otherwise changes, we may transfer your information to a third party or parties in connection therewith, but only after providing you with the proper notice required by the Rules of Professional Conduct Governing Lawyers, as applicable.

Affiliates. We may also share your information with our affiliates for purposes consistent with this Privacy Policy. Our affiliates will be required to maintain that information in accordance with this Privacy Policy.

Investigations and Law. We reserve the right to investigate fraud and abuse on MI Portal and our Services. If any such investigation requires disclosure of attorney-client privileged information, we will give you adequate notice to respond prior to such disclosure (unless otherwise required by court order or applicable law). We may disclose information about you to third parties and/or law enforcement if we have a good faith belief that such disclosure is reasonably necessary to:

- Take action regarding suspected illegal activities;
- Enforce or apply this Privacy Policy or other agreements you have with us;
- Comply with the law or guidance and cooperate with government or law enforcement officials or private parties;
- Protect our rights, reputation, safety, and property, or that of users or others;
- Respond to claims and legal process (for example, subpoenas); and/or
- Protect against legal liability.

Aggregated Information. We may share aggregated non-personally identifiable information relating to users of MI Portal and our Services with affiliated or unaffiliated third parties. Aggregated information will be prepared in a manner such that all personally identifiable elements are removed.

5. **Cookies, Other Storage, and Web Beacons:** We, along with our third party service partners and business partners, use cookies, other storage and Web beacons. These technologies are used for tracking, analytics, and personalization and optimization of MI Portal and our Services. By consenting to this Privacy Policy and using MI Portal, you are consenting to us placing cookies and other technologies as described below on your computer in order to enhance your use of MI Portal. If you do not wish to accept cookies or similar technologies, you must follow the steps as described below.

Cookies. Cookies are small bits of information that are transferred to and stored in separate files within your device's browser. You can instruct your browser to stop accepting cookies. But if you

do not accept cookies, you may not be able to use all portions or all functionality of MI Portal and our Services.

- Persistent cookies remain on the visitor's computer after the browser has been closed.
- Session cookies exist only during a visitor's online session and disappear from the visitor's computer when they close the browser software.

Web Beacons. Web beacons are small strings of code that provide a method for delivering a graphic image on a Web page or in an email message for the purpose of transferring data. You can disable the ability of Web beacons to capture information by blocking cookies.

We use Google Analytics and other analytics services to better understand who is using MI Portal and how people are using it. Google Analytics uses cookies to collect and store information such as Website pages visited, places where users click, time spent on each Website page, Internet Protocol address, type of operating system used, location-based data, device ID, search history, and phone number. We use this information to improve MI Portal and as otherwise described in this Privacy Policy. Please see <https://tools.google.com/dlpage/gaoptout> for information about Google Analytics Opt-out Browser Add-on.

6. **Security:** While we take reasonable measures to protect the information you submit via MI Portal and our Services against loss, theft and unauthorized use, disclosure, or modification, we cannot guarantee its absolute security. No Internet or email transmission is ever fully secure or error free. You should use caution whenever submitting information online and take special care in deciding which information you provide to us via MI Portal as opposed to in-person.
7. **Links to Other Websites:** This Privacy Policy applies only to MI Portal. MI Portal may contain links to other websites or may forward users to other websites that we may not own or operate. The links from MI Portal do not imply that we endorse or have reviewed these websites. The policies and procedures we describe here do not apply to these websites. We neither can control nor are responsible for the privacy practices or content of these websites. We suggest contacting these websites directly for information on their privacy policies.
8. **Your Choices Regarding Your Information:** You have choices regarding the use of information on MI Portal and our Services.

Changing/Removing Your Information. To change or remove your information from MI Portal, including keeping your information accurate and up to date, please contact us at [contact@mckinleyirvin.com](mailto:contact@mckinleyirvin.com) or 206-625-9600. We will take reasonable steps to change or remove your information in our possession that you have submitted via MI Portal.

Email Communications. To change your information regarding email communications, please contact us at [contact@mckinleyirvin.com](mailto:contact@mckinleyirvin.com).

9. **Children:** We do not knowingly collect personal information from any individual under the age of 13. If you are under the age of 13, please do not submit any personal information through MI Portal. If you have reason to believe that we may have accidentally received personal information from an individual under the age of 13, please contact us immediately at [contact@mckinleyirvin.com](mailto:contact@mckinleyirvin.com).
10. **Your Comments and Concerns:** All feedback, comments, requests for technical support and other communications relating to MI Portal should be directed to: [contact@mckinleyirvin.com](mailto:contact@mckinleyirvin.com).

McKinley Irvin's firm headquarters are located at 1501 Fourth Avenue, Suite 1750, Seattle, Washington 98101-5238, and we may be contacted by phone at 206.625.9600