

## **Legal Aid Services of Oklahoma Online Privacy Policy**

This privacy policy applies to information collected on the Legal Aid Services of Oklahoma (Legal Aid) website at which it is posted. This policy does not apply to information we may collect in other forums, including through emails or offline.

This policy is effective as of February 11, 2011. If Legal Aid changes its privacy policy it will post the updated version of that policy here. Please check this page periodically for changes. Your continued use of this site following the posting of changes to this policy will mean that you accept those changes.

### **Personal Information Collection and Use:**

Many areas of our Sites can be browsed anonymously. However in order to take advantage of certain features, such as submitting a request to receive news emails or a request for contact, we may collect certain information. This information may include your name, e-mail address, company name, address, fax or telephone number. We also collect personal information, including payment information, from individuals who wish to donate to Legal Aid Services of Oklahoma, Inc. online through our online giving program on our websites

If you would like to contact Legal Aid Services of Oklahoma or provide feedback from any Legal Aid website, then we request your name and e-mail address. We do not provide legal advice from online requests by responding to your email. For inquiries about legal services, please contact our Application Line at 1-888-534-5243.

We use the personally identifiable information you submit to respond to your request, to otherwise help us in processing your request, or as otherwise described on our Sites. We also use the information you submit for other business purposes, including, from time to time, using your email address to send you information about legal developments in which we think you may be interested, about Legal Aid Services of Oklahoma, our websites, or other products or services we offer, or to request your assistance in supporting our organization. Personal Information is used by Legal Aid Services of Oklahoma to assist in serving you more effectively, to improve the content of our Website, and to maintain e-mailing lists of subscribers.

Some of the personal information you submit may be accessible to other registered users. For example, if you work for a legal services or public interest program and have registered on one of our sites, your name, e-mail address and work phone number may be accessed by other registered users who also work for a legal services or public interest program. If you do not wish to have your information shared with other users as described in this policy or as described online, you should not register at our Sites.

As part of our regular business conduct we share information with third parties who help us deliver your requested services. We also will share your information in the event that there is a change of corporate ownership. We may also share information if we believe we are legally obligated to do so, including with government officials in order to cooperate with a legitimate investigation. We may also combine the information you

submit to us with information we have collected from you in other forums, such as through emails or offline, or with publicly available information or information we obtain from third parties. We will also share information with a third party if we are jointly providing services with that business partner.

Like most Internet websites, Legal Aid uses certain passive tracking techniques in order to maintain the integrity of our site, and to improve your browsing experience. These mechanisms include cookies.

#### Contacting Legal Aid:

At any time you may contact Legal Aid to request that we modify, update or correct personal information we may hold of yours. You may also request that we cease contacting you by e-mail, telephone, regular mail, or other means. To make any request described above, send a detailed request by email to [web@laok.org](mailto:web@laok.org). When contacting us, please be sure to provide us with your exact e-mail address, name, address and/or telephone number(s), and the nature of your request, in order to be sure we handle your request correctly. For other questions or inquiries you may contact us at 2915 North Classen Blvd., Suite 500, Oklahoma City, Oklahoma, 73106, telephone 405-488-6820, or feel free to contact us from the website.

#### Security:

Legal Aid uses standard security measures to protect information submitted on this site. We cannot guarantee, however, that our standard measures will not prevent a third party from circumventing our security measures and unlawfully intercept or access transmissions or private communications, or where an error may occur in the administration of the Legal Aid site.

#### Third Party Websites:

While the Legal Aid site occasionally will provide a hyperlink to a third party's site, it does so purely as a service to you, and takes no responsibility for the information posted at those sites, or the information collection practices of the entities that host those sites. Legal Aid encourages you to read any site's privacy policy before submitting any personally identifiable information.

#### Legal Aid Sites and Children:

These Sites are intended for an adult audience, and Legal Aid does not believe that they are appealing to, or used by, children under the age of 13. If you are a parent and believe that your child has submitted information to Legal Aid, please contact us at [web@laok.org](mailto:web@laok.org).