

Privacy Policy

Last Updated: 05.3.2024

This Privacy Policy (“**Policy**”) explains how Abdullah Law Firm, PLLC and its affiliates (“**Abdullah Law Firm**,” the “**Firm**”, “**we**,” or “**us**”) collect, store, use, and disclose personal information about you when you interact with us as set out in the Scope section.

We may change this Policy from time to time. If we make changes, we will notify you by revising the date at the top of this Policy, and in some cases, we may provide you with additional notice (such as by adding a statement to our website homepage). We encourage you to review this Policy frequently to stay informed about our information practices and the choices available to you.

SCOPE

This Policy describes our practices in connection with personal information that we collect, use, and disclose:

- When you access or use our websites, mobile applications, and other online services (collectively, the “**Websites and Apps**”);
- In connection with our client onboarding process and disengagement, the information collected during the client relationship, and the information gathered from prospective clients (“**Client Services**”);
- About individuals who communicate with Abdullah Law Firm in a business capacity such as vendors, professional service providers, adverse parties, and expert witnesses;
- When you visit our offices or attend our events; and
- Through any other business interactions you may have with us.

Collectively, we refer to the above as the “**Services**.”

COLLECTION OF PERSONAL INFORMATION

The personal information we collect about you depends on how you interact with us or use our Services. We describe below the categories of personal information we collect and the sources of this information.

Personal Information You Provide to Us

We collect personal information you provide directly to us including when you access or use any collaboration tools, participate in any interactive features of the Websites and Apps, send us an email or comment, fill out a form, interact with us on social media, participate in a contractual arrangement for Client Services, provide information in conjunction with Client Services, or otherwise communicate with us.

The types of personal information we may collect include:

- Contact information, such as name, email address, postal address, phone number, and social media profiles;
- Education information, such as educational degrees, languages, professional memberships, qualifications, and certifications;
- Employment information, such as business unit/division, company name, job status and title, employment history, office location, and LinkedIn profile information;
- Health and health-related information, such as accessibility requirements, dietary restrictions, and, where necessary and appropriate to protect the health and safety of our personnel and others, information related to symptoms of, or risk of exposure to, certain illnesses;
- Government-issued identification numbers such as social security number, driver's license number, immigration number, or state-issued identification number to provide Client Services;
- Photos, videos, and audio files that contain images or voice recordings that you provide to us or that are available on social media;
- Demographic information, which may include information about protected classifications, such as age, gender, race/ethnic origin, and nationality that you provide or post;
- Information necessary to provide Client Services including:
 - commercial and financial information, such as invoices, payment information, bank account statements, tax returns, and asset and net worth information;
 - identity-related information such as birth certificate, residency status, visa information, gender, and military status;
 - demographic information including sexual orientation, political opinions, union membership, health information, and information about physical or mental disability that you provide or post; and
 - other information provided in connection with making and defending legal claims and providing legal advice.
- Any other information you choose to provide in connection with the Services.

Personal Information We Collect Automatically

Our firm does not automatically collect personal information when you access our website, but our Website service provider and App providers might automatically collect personal information when you access or use the Websites and Apps.

The types of personal information our Website and App service providers might collect may include:

- **Log Information:** Such as browser type, app version, access times, pages viewed, Internet Protocol (“IP”) address, links clicked, approximate geographic location, and the webpage you visited before navigating to the Websites and Apps.
- **Device Information:** Such as information about the mobile device you use to access the Websites and Apps, which may include the hardware model, operating system, unique device identifiers, and mobile network information.
- **Location Information:** In accordance with your device permissions, the website and app service provider might collect information about the location of your device. You may stop the collection of precise location information at any time by removing or rejecting cookies and location information tracking from your web browser, websites, and Apps.
- **Information Collected by Cookies and Other Tracking Technologies:** Our service providers use various technologies to collect information about your use of the Websites and Apps and other websites and applications, including cookies and web beacons (or pixel tags). Cookies are small data files stored on your hard drive or in device memory that help us to, among other things, improve the Websites and Apps and your experience, and count visits. Web beacons also known as “pixel tags” are electronic images that may be used on the Websites and Apps or in our emails and help deliver cookies, count visits, understand usage and campaign effectiveness, and determine if an email has been opened and acted upon. When you access a website or App you can remove or reject cookies.

Personal Information We Collect From Other Sources

We may also collect personal information about you from other sources, including publicly available databases and websites, and combine that with information we collect through the Services. For example, we may use information from LinkedIn or Facebook to update information about you in our contact database.

USE OF PERSONAL INFORMATION

We use the personal information we collect from and about you for the following business purposes:

- **Service improvement and analytics**, such as to personalize and improve your experience on the Websites and Apps; and identify, report, and repair errors that impair the functionality of the Websites and Apps;
- **Contractual purposes**, such as to enter into or carry out contracts;
- **Facility access and security**, such as using personal information to register and host you at our offices, as well as to ensure the security of our physical office;
- **Communication purposes**, such as communicating with you about professional services you provide to the Firm and the Client Services we provide, responding to your questions, comments, and requests when you contact us, and providing information or services you request and sending you related information as part of our services to you;
- **Client Services**, including to:
 - advise on current, prospective, or potential legal claims and cases, provide personal legal guidance; ensure compliance with legal obligations; assist with due diligence and negotiations and advise on various other legal activities; and
 - facilitate client intake and administration, including generating bills, invoices, and disbursements;
 - **Legal and compliance purposes**, such as to implement internal policies, detect, investigate, and respond to suspected security incidents, or other activity that is illegal or violates our policies, exercise a legal claim, cooperate with law enforcement investigations when legally required, and comply with applicable laws, regulations, legal processes, or governmental requests;
 - **As necessary and appropriate** to provide reasonable accommodations;
 - **To protect the health, safety, and vital interests** of the Firm, personnel, applicants, or another natural person; and
 - **To enable solely internal uses in a lawful manner** that are reasonably aligned with your expectations based on our interactions with you and that are compatible with the context in which the information was provided to us.

DISCLOSURES OF PERSONAL INFORMATION

We may disclose your personal information as follows or as otherwise described in this Policy:

- **State bar associations**, in connection with correspondence that you or the Washington State Bar Association has initiated;
- **Service providers and contractors**, that provide services on our behalf or help operate the Services such as information technology and software services, mailing services, marketing services, background check providers, and cyber and physical security services. These service providers and contractors may also include our legal support vendors, such as e-discovery providers, deposition services, and litigation support vendors, as well as experts, consultants, and other professionals that assist in connection with Client Services;
- **Professional advisors**, such as lawyers, auditors, bankers, and insurers, in the course of the professional services that they render to us;
- **Third parties designated by you**, to provide the services that you have requested;
- **Third parties relating to providing Client Services**, such as opposing counsel to the extent required under the law or as requested by you, court reporters, courts, mediators, regulators, and other legal authorities;
- **Authorities and others**, when we believe disclosure is in accordance with, or required by, any applicable law or legal process, including lawful requests by public authorities to meet national security or law enforcement requirements;
- **Disclosures to our enforce agreements or policies** if we believe your actions are inconsistent with our agreements or policies, or to protect the rights, property, and safety of us or any third party; and
- **With your consent or at your direction**, including if we notify you that your personal information will be disclosed in a particular manner and you provide such personal information.

We may also share aggregated or de-identified information, which cannot reasonably be used to identify you. Abdullah Law Firm processes, maintains, and uses this information only in a de-identified fashion and will not attempt to re-identify such information, except as permitted by law.

DATA RETENTION

To determine the length of time the Firm retains personal information period, the Firm considers numerous factors, including legal, ethical, and regulatory obligations or whether retention of personal information is needed to resolve disputes, make and defend legal claims, conduct audits, pursue legitimate business purposes, and/or enforce agreements.

YOUR PRIVACY RIGHTS AND CHOICES

You have certain choices with respect to your personal information, as described below.

Data Subject Requests

Depending on where you reside, you may have the right to: (1) know more about and access the personal information we collect, use, and disclose about you and to receive your data in a portable format, (2) delete your personal information, (3) correct inaccurate personal information, and (4) object to, or request that we restrict, certain processing. You may make these requests by calling 206-363-0455, emailing info@abdullahlawfirm.com, or by visiting this page. Please note that The Abdullah Law Firm is located in and operates in Washington State, the United States of America. The Abdullah Law Firm does not operate in or engage in business in Switzerland or the United Kingdom.

If you submit a data request to us, we will verify your request by asking you to provide information sufficient to confirm your identity, such as your name, email address, and information about your interactions with us. If you would like to use an authorized agent to exercise your rights, we may request evidence that you have provided such agent with power of attorney, or that the agent otherwise has valid signed authority to submit requests on your behalf, and ask that you verify your identity directly with us.

Location Data

When you first launch any of our mobile applications that collect precise location information, you will be asked to consent to the application's collection of location information by the App. If you initially consent to our collection of this information, you can subsequently stop the collection of this information at any time by changing the preferences on your mobile device. You may also stop our collection of this location information by following the standard uninstall process to remove our mobile apps from your device. If you do so, our mobile applications, or certain features thereof, may no longer function properly.

Mobile Push Notifications/Alerts

With your consent, we may send push notifications or alerts to your mobile device. You can deactivate these messages at any time by changing the notification settings on your mobile device.

Cookies

Most web browsers are set to accept cookies by default. If you prefer, you can usually set your browser to remove or reject cookies. Please note that removing or rejecting cookies could affect the availability and functionality of our Services. For European Economic Area (“EEA”) and UK residents, you can also change your cookie settings at any time by using the cookie icon in the lower left-hand corner of the page.

LINKS TO OTHER WEBSITES AND THIRD-PARTY CONTENT

We may provide links to or embed videos hosted by third-party websites, services, and applications, such as court websites, that Abdullah Law Firm does not operate or control. This Policy does not apply to third-party services, and we cannot take responsibility for the content, privacy policies, or practices of third-party services. We encourage you to review the privacy policies of any third-party service before providing any information to or through them.

Privacy Rights

Subject to certain limitations, you have the following privacy rights:

- **Access:** you are entitled to ask us if we are processing your information and, if we are, you can request access to your personal information. This enables you to receive a copy of the personal information we hold about you and certain other information about it.
- **Correction:** you are entitled to request that any incomplete or inaccurate information we hold about you be corrected.
- **Erasure:** you are entitled to ask us to delete or remove personal data in certain circumstances. There are also certain exceptions where we may refuse a request for erasure, for example, where the personal data is required for compliance with law or in connection with claims.
- **Restriction:** you are entitled to ask us to suspend the processing of certain of your personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Portability:** you may ask us to help you transfer certain of your personal information to another party.
- **Objection:** where we are processing your personal data based on a legitimate interests (or those of a third party), you may challenge this. However, we may be entitled to continue processing your information in case there are compelling legitimate grounds to do so. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Automated decisions:** you may contest any automated decision made about you where this has a legal or similar significant effect and ask for it to be reconsidered.
- **Consent:** where we are processing personal data with consent, you can withdraw your consent.

If you would like to exercise any of these rights, please contact us at info@abdullahlawfirm.com

Place of Business and Operations

The Abdullah Law Firm is located in and operates in Washington State, the United States of America. The Abdullah Law Firm does not operate in or engage in business in Switzerland or the United Kingdom.

CONTACT US

If you have any questions or comments about this Privacy Policy, you may email us at info@abdullahlawfirm.com